

# Provider notice

## Provider staff roster reminder

The most efficient way to keep your practice data current is to submit staff rosters (for larger practices) or provider information forms (for small provider groups) to our Provider Data Management department. Our roster template and provider information form can be found on the Forms page of our website under Provider Resources:

<https://www.molinahealthcare.com/providers/va/medicaid/resources/forms.aspx>).

It is critical that you complete **all** required fields on the roster or provider information form. Missing information may delay processing of your provider information, which may delay loading providers for directory purposes, member referrals, credentialing, regulatory reporting or claims processing. Submit rosters to [MCCVA-Provider@MolinaHealthcare.com](mailto:MCCVA-Provider@MolinaHealthcare.com).

## Frequency for submission of adds/changes/terminations/updates

Large group practices as well as all delegated entities should submit roster updates on no less than a monthly basis. Rosters should include any additions, changes or provider terminations in employment along with all required fields.

## Frequency for submission of full staff rosters

Large group practices as well as all delegated entities are **required** to submit comprehensive full staff rosters quarterly for audit and review against our provider data system.

Comprehensive rosters must have all data elements for all practitioners (at all locations and/or GNPI/TIN and location combinations) completed for that point in time publication. Quarterly submission due dates are: March 31, June 30, September 30 and December 31.

Please email your questions to [MCCVA-Provider@MolinaHealthcare.com](mailto:MCCVA-Provider@MolinaHealthcare.com). Thank you for being a valued MCC network provider and helping us provide high quality health care services to our members.