

# MMI Credentialing New Providers

All new providers who wish to be credentialed with our insurance contracts should first be authorized to be credentialed, meaning that the supervising practitioner should first discuss the possibility with the billing office prior to pursuing credentialing of a new provider.

The following items must be completed to begin the credentialing process:

Provider must have a billing number in Care Cast & IDX  
Scheduling must be worked out and/or templated (you will need to indicate the locations where you will be seeing patients)  
Provider must be licensed to provide services in Nebraska or Iowa depending on the location you will be serving

If provider is illegible for credentialing the following items sent to Karen Mruz:

Curriculum Vitae

-complete work history with dates mm/yy

-complete educational history with dates mm/yy

College transcripts

Copy of all degrees obtained

Current state license (must contain expiration date)

Proof of current malpractice insurance (**I will obtain this for you**)

Date of birth

Place of birth: City, State and County

Social Security Number

Date of hire at MMI (this also be on your CV)

Three professional references: Persons name, facility where they currently practice, complete address & phone number

Insurance application will be sent to you for completion once all items have been received. Completed applications are sent the carriers it can take anywhere from 3-9 months to complete the process. The carrier will send you a letter welcoming you to the network. A copy of that letter should be sent to me so, that the provider table can be updated and your billing number can be added to the system. You will not be able to bill under your own number until you have a billing number with each carrier.

Please keep in mind that insurance carriers do NOT credential provisionally licensed providers. Only Medicaid will credential them and the reimbursement is extremely low. You would only be able to patients who have Medicaid and no other insurance carrier as their primary insurance so, your patient base would be extremely limited.

Thank You,  
Karen Mruz  
559-7576