

**To:** AmeriHealth Caritas Louisiana Specialized Behavioral Health Services (SBHS) Providers

**Date:** November 27, 2018

**Subject:** Reminder: Requirements for Licensed and Unlicensed SBHS Providers

**Summary:** All licensed and unlicensed SBHS providers will be required to submit credentialing and/or enrollment forms **no later than December 1, 2018.**

**NOTE THAT FAILURE TO RESPOND MAY ADVERSELY IMPACT YOUR CLAIMS PAYMENT.**

**Effective for services rendered on or after January 1, 2019**, the Louisiana Department of Health (LDH) will require claims submitted for Specialized Behavioral Health Services (SBHS) to include the provider agency's NPI number and the NPI number of the individual staff rendering the service(s).

To help ensure continued claims payment, all licensed and unlicensed staff need to complete the following, as applicable. All required documents must be submitted via email **no later than December 1, 2018**, to **ProviderEnrollment@amerihealthcaritasla.com**.

#### Licensed Staff

1. If a licensed staff person is NOT registered with the Council for Affordable Quality Health Care (CAQH), submit the following:
  - a. Louisiana Standardized Credentialing Application;
  - b. Items required by the Provider Contract/Credential-Recredential Checklist;
  - c. Behavioral Health Provider Enrollment Form including list of services to be provided; and
  - d. Provider Directory New Patient Acceptance Form.
  
2. If a licensed staff person is registered with CAQH, submit the following:
  - a. Items listed under "CAQH Application" column;
  - b. Behavioral Health Provider Enrollment Form including list of services to be provided; and
  - c. Provider Directory New Patient Acceptance Form.

**Unlicensed Staff (*Updated to include copy of degree or transcript*)**

1. If a staff person is unlicensed, submit the following: Behavioral Health Provider Enrollment Form including list of services to be provided
2. Copy of degree or transcript

All documents referenced above can be found in the Providers section of our website at [www.amerhealthcaritasla.com](http://www.amerhealthcaritasla.com) under Behavioral Health Resources. The documents are labeled **“Specialized Behavioral Health Credentialing Packet.”**

**We are here to assist you**

AmeriHealth Caritas Louisiana appreciates your cooperation with this requirement. Your participation in our network is important to us.

We will conduct webinars to provide direction and assist you in complying with these requirements. Please visit the Providers section of our website at [www.amerhealthcaritasla.com](http://www.amerhealthcaritasla.com) to find a list of training sessions.

**If you have questions, you can send them via email to either:**

Provider Enrollment at [ProviderEnrollment@amerhealthcaritasla.com](mailto:ProviderEnrollment@amerhealthcaritasla.com),

Stacie Zerangue at [szarangue@amerhealthcaritasla.com](mailto:szarangue@amerhealthcaritasla.com), or

Gwen Matthews at [gmatthews@amerhealthcaritasla.com](mailto:gmatthews@amerhealthcaritasla.com).