

General Provider Communication

Maricopa County Regional Behavioral Health Authority
Magellan Health Services of Arizona, Inc.

Dear Provider,

To meet the three-year re-credentialing requirement as outlined within the ADHS/DBHS Provider Manual - Magellan, Section 3.20 Credentialing and Privileging, Magellan will begin the re-credentialing process in November 2009 for all organizations and practitioners who received initial credentialing approval in 2007.

Prior to the re-credentialing packet being mailed out, your agency will receive a call from your assigned Magellan credentialing specialist to obtain the appropriate address and contact person to receive the re-credentialing packet. Within the packet you will find an *Organization Application Form* for each facility your agency has credentialed with Magellan Health Services of Arizona, Inc. and a *Maricopa Magellan Health Services Re-credentialing Form* for each practitioner who is registered to bill independently and previously credentialed within your agency. Both forms reflect the information currently in our system. We ask that you review each form closely and that you make any additions or changes to the appropriate data fields. Please submit the completed forms along with all requested documents to Magellan's credentialing team within two weeks of receipt. An instruction sheet and return envelope will be enclosed.

It is imperative that the requested information be returned to Magellan within the required the stated time frame to avoid any change to participation status. ***Please note that incomplete documents will be returned without being processed.***

Submit completed re-credentialing applications for both facilities and practitioners to the following address:

Magellan Health Services
Attention: Network Services
14100 Magellan Plaza
Maryland Heights, MO 63043

Please send questions regarding the re-credentialing process and inquiries about the status of an application to MaricopaCredDept@MagellanHealth.com. For more information, [click here](#) to access a list of frequently asked questions and answers.

Thank you.

