

Online Provider Nomination

February 2009

Beginning in February 2009, you can use the Online Provider Nomination tool on multiplan.com to nominate individual practitioners, provider groups, acute care facilities and ancillary facilities for participation in our networks. You can also use the tool to check the status of your nominations and to create reports documenting the referrals you have submitted during specific time frames.

Nominate a Provider

Clients can access the Online Provider Nomination system from the menu in the Resource Center of multiplan.com or from the "Nominate a provider" link in the upper right corner of the Payer section of multiplan.com. Log-in credentials for the Resource Center are needed for both options. Once you access the system, indicate the type of provider you would like to refer and provide the necessary information about the provider as well as your contact information.

Click on "Continue" and you will receive confirmation that the nomination has been received as well as a tracking number you can use to check the status of your nomination. Once we receive the nominations, we will send all eligible providers an application and letter telling them they have been nominated for participation in our networks. We will also call the provider to ensure they received the materials. The nomination process may take 90-180 days to complete, and all providers who are nominated must meet MultiPlan's requirements for network participation to be accepted.

Provider Information: * - required field

I am referring:

- ☒ An individual practitioner such as a doctor or other healthcare professional
- ☐ A group of practitioners
- ☐ A facility such as a hospital or lab

Please note that including the middle initial will help us find the provider faster.

Provider's First Name*: Provider's Middle Initial:

Provider's Last Name*: Provider's Suffix:

Group / Facility / Practice Name:

Provider's Gender: ☐ Male ☐ Female

Provider's Email:

Provider's Phone*: Ext.:

NPI #: 2

Primary Service Address:

Firm Name: 2 Attention: 2

Address Line 1*:

Address Line 2:

City*: State*: Zip Code*:

Does the Provider have a separate mailing address? ☐ Yes ☒ No / Don't know

Check the Status of a Nomination

You can use three different criteria to check the status of a nomination: the tracking number you received when you submitted the nomination, the provider's name and state, or your email address.

Reporting on Provider Nominations

You can create four types of reports for your online provider nominations:

- Monthly summary of provider nominations submitted year to date
- Quarterly summary of provider nominations submitted year to date
- Year to date summary of provider nominations submitted
- Summary of provider nominations during a specific timeframe

Please note that data for nominations completed before February 9, 2009 are not provided in the reports.

Online Provider Nomination System for Health Plan Participants

A similar Online Provider Nomination System is available in the patient section of our website for your health plan participants. Users can access the system without log-in credentials to make nominations and check the status of their nominations. However, the reporting functionality is not available.