

# Amerigroup Community Care credentialing tips



## Are you interested in contracting with Amerigroup and joining a quality network?

Here are some quick tips to understand our credentialing process. Go to <https://providers.amerigroup.com/Pages/maryland-apprequest.aspx> to complete the Amerigroup application request.

### The Amerigroup contracting and credentialing process:

1. Submit a network participation request.
  - Complete the form, and we'll let you know if we're accepting new practitioners. This takes up to 30 days.
2. Complete the credentialing process.
  - After documents and paperwork are submitted, we'll let you know if you have passed credentialing. This takes up to 60 days.
3. Participate in Amerigroup provider setup.
  - After passing credentialing, or if you are already a participating provider, you'll be configured in our system within 30 days.

Amerigroup accepts the Council for Affordable Quality Healthcare (CAQH) uniform credentialing form. Go to <http://www.caqh.org/solutions/caqh-proview> to learn more information about CAQH and to sign up.

## Do you have questions for Amerigroup?

### Credentialing questions:

[mdcredentialing@amerigroup.com](mailto:mdcredentialing@amerigroup.com)

**Contracting questions:** [parequests@amerigroup.com](mailto:parequests@amerigroup.com)

**Provider Services:** 1-800-454-3730

## CAQH tips

Ensure your CAQH application is current and available. You must authorize Amerigroup to view your CAQH application.

Review your application carefully to ensure all information is current and accurate. Refer to the guidelines below.

- Credentialing contact information should reflect the person who can review and update your application.
- Include a copy of the following documents in the supporting documentation of your CAQH application:
  - *Malpractice Face Sheet* — must not expire within 90 days.
  - *Curriculum Vitae* — include the month and year for all dates. Gaps in work history greater than six months in length must be explained, and board certification must not expire within 90 days of submission.
- Hospital privileges — Amerigroup requires physicians (M.D., etc.) to have active privileges at a participating hospital or an acceptable plan of admission. ER is not an acceptable plan of admission. Acceptable plans of admission include:
  - Utilization of a hospitalist group at a participating hospital. (Please provide the name of the participating hospital.)
  - Another participating physician admitting on the practitioner's behalf. (Please provide the name and NPI of the participating admitting physician.)
- Ensure your attestation is current — you must reattest every 90 days.

<https://providers.amerigroup.com/MD>