

To: AmeriHealth Caritas Louisiana Medical & Behavioral Health
Provider Groups

Date: November 13, 2020

Subject: Reminder: Provider Demographic Information and LDH Patient
Attestation Form

Summary: Providers can use the Provider Data Information Form (PDIF) in NaviNet to update practice information and adjust patient acceptance information online.

The **Provider Data Information Form** feature in our secure provider portal, NaviNet, allows you to review your demographic and practice information on file, attest to the accuracy of the information, and make any necessary changes. The process is as follows:

- Log on to NAVINET.
- Click the **PDIF** (Provider Data Information Form) link.
- Click the **Group Selection**.
- Click the **Location Selection**.
- Review and make changes to the practitioner summaries, if applicable.
- Provide **Required Documentation**, if applicable.
- Attest and **Submit**.

You can also use NaviNet to adjust patient acceptance information online with a few simple clicks. The online form allows you to verify or change patient acceptance status for individual practitioners at each practice location. You can access this new feature starting today by following these steps:

- Log on to **NAVINET** and select **PDIF** (Provider Data Information Form) from the left side of the health plan landing page.
- **Check the box for LDH Patient Acceptance** under the heading “What are you looking to do today?”
- Make a **Location Selection** and a **Provider Selection**.
- Mark your changes on the online **Patient Acceptance** form.
- Provide your **digital signature** and **Submit**.

Demographic changes will be reflected within the online provider directory within 14 business days. If the change is not reflected in 14 days, please contact Provider Services at **1-888-922-0007**.

If your practice is not registered with NaviNet, we highly recommend registering. To register, please visit our website at www.amerhealthcaritasla.com > **Providers** > **NaviNet** and sign up or contact your provider account executive. For additional guidance on this new feature, please refer to the [Provider Data Information Form User Guide](#) also available on our website.

Questions:

Thank you for your continued support and commitment to the care of our members. If you have questions about this communication, please contact AmeriHealth Caritas Louisiana's Provider Services department at 1-888-922-0007 or your [Provider Network Management Account Executive](#).

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