

To: AmeriHealth Caritas Louisiana Medical & Behavioral Health
Provider Groups

Date: December 6, 2019

Subject: Reminder: Annual Validation & Attestation of Provider
Demographic Information

Summary: It's that time of year! AmeriHealth Caritas Louisiana's Annual Validation of Practice and Practitioner records is underway.

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**.

Providers are asked to review current demographic information as it is listed in the directory and submit updates or corrections. **Please note: Providers will be given 30 days to attest to the accuracy of the information or submit any changes. Failure to respond in the specified time frame may result in claim denials.**

Demographic changes will be reflected within the online provider directory within 14 business days. If the change is not reflected in 14 business days, please contact your Provider Network Management account executive.

If your practice is not registered with NaviNet, we highly recommend registering. To register, please visit our website at www.amerihealthcaritasla.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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Simplify your payment process with EFT from AmeriHealth Caritas Louisiana and Change Healthcare (formerly Emdeon). EFT provides fast, easy and secure electronic payments — without the need for a traditional paper check. Enroll now at [Change Healthcare EFT Enrollment Services](#).