

Provider Notice

Subject: Licensure Update for Existing Roster Staff

When changes in licensure take place, it is important to follow the proper procedures to maintain accuracy in the provider's record. Magellan is dedicated to keeping you informed about these necessary steps.

1. Login to the Gainwell Portal:
 - Go to the [Medicaid Provider Login](#) on the Louisiana Department of Health website.
 - Follow these instructions, [Individual MCO](#) to update your provider type, specialty, and/or taxonomy code.
2. Email your Network Management Specialist:
 - After making the updates with Gainwell, email your assigned Network Management Specialist the following:
 - A copy of the rendering provider's professional license as an attachment.
 - A list of all services the rendering provider will offer.
 - Effective date will be the date you send the email.
3. Do Not Update on the Magellan Provider Website:
 - Do not make any updates on the Magellan provider website for current roster staff.
 - Updates must be submitted to your Network Management Specialist via email.

Billing Reminder:

- For outpatient therapy and professional services, always use the Magellan fee schedule when billing.
- Do not bill at the Medicaid rate, as it will cause your claims to pay at the lower rate.

Please reach out to your [Network Management Specialist](#) (NMS) with any questions or concerns. Your NMS is available for support.

This communication is posted on the Magellan of Louisiana website.

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Thank you for all you do in supporting the members of CSoC.

Magellan of Louisiana