



Private Practice Garden, LLC

Let's Begin

We are excited to work with you in your garden. Let's gather the seeds and tools to begin:

Start

1. Complete fully the credentialing information form. (<https://bit.ly/PPGClientForm>)
2. Copy of Malpractice Insurance Facesheet (must have \$1mil/\$3mil coverage). If you choose to provide tele-mental health services, please ensure you have tele-mental health coverage. The facesheet should have you listed as the covered professional and your practice name.
3. Copy of updated CV/Resume with your private practice as your most recent employer. Please notate any gaps with explanation in CV. Please provide city and state for each position.
4. Copy of certification documentation. If you are board certified, please ensure that you provide current certifications.
5. Three professional references (name, title, certification/licensure, phone number and email address). Must include clinical supervisor if you are provisionally licensed.
6. If you have claims against you for Medicare or Medicaid billing, please provide a statement for each claim.
7. If you have any legal charges (behind a traffic violation), please provide date, charge, adjunction, and explanation in a signed letter.
8. Please notate if you have had a recent name change and/or gender change and identify the effective date for your former name and current name and/or gender identity. Please submit legal proof of name change and/or gender identity, i.e. court order, DL, etc.
9. Provide letter confirming your Tax ID Number and signed W9 form. If we are securing this for you, please confirm that we will utilize your business address for your Tax ID Number registration. We will complete the request for you online.
10. For your business address, please do not utilize your home address for service and/or mailing. It will quickly become online and in marketing databases. Please consider renting a colleague's office address as a virtual address if you are telehealth only or utilize a virtual mail service for your mailing/billing address.
11. Supervising Psychologist or MD (Name, title, address, phone number and email)-if applicable
12. Copy of DEA registration (if applicable)
13. Copy of collaboration agreement if you are a NP or PA.
14. Copy of state pharmacy licensure (if applicable)
15. Send all of these items via the secured file transfer link (<https://bit.ly/ppgsecuredtransfer>).
Please contact us if you have questions.

Address: 3308 Preston Road Ste 350-374 Plano TX 75093
Phone Number: 984-464-0774 Fax Number: 844-744-5240

Access

1. Create an account as a provider with Availity. Many insurance panels are utilizing this database and service for credentialing and provider management. Go to [Availity.com](https://www.availity.com) to review their site. Go to <https://apps.availity.com/web/onboarding/portal-entry/#/create-account> to generate your account. Turnaround time for approval can be up to 2 weeks.
 - a. Once you have an active Availity account, please add us to your organization. Our User IDs are:
 - i. PPGardenLLC for Hawanya B Miller
 - ii. KimCoit0 for Kimberly Coit
2. Please accept access to NPI & PECOS file. You will receive an email for this request, and you will sign into your NPI file to accept. **This is for individual NPI and group/billing NPI.**
3. Provide CAQH ID and login information. We must ensure all information is current. If you do not have a CAQH profile, we will create this for you.

Payor Specific

1. Aetna
 - a. Availity is a requirement to access eligibility, claims, and get payer specific information
 - b. Please make sure to list if you want inclusion to specialty networks such as Duke Student Health Plan (NC), NYU Lagone (NY), or specific marketplace plans
2. Ambetter
 - a. They offer various lines of business in each state. Please specific if you want inclusion to all lines of business, i.e. Marketplace, Medicaid, Medicare or a specific one.
3. Anthem Blues
 - a. Availity is often the system to utilize for credentialing. Please make sure you secure an account.
 - b. Caren Behavioral Health is another company utilize for credentialing. Please be aware that various entities will pull your data from various databases during the credentialing process.
 - c. We will need a W9 to verify your business and assist them in setting up your provider profile.

4. Cigna/Evernorth
 - a. If you are seeking group contract, they have specific requirements. They do require at least 3 providers under one EIN/TIN and look favorably if you have prescriber on the team.
 - b. They do not offer Medicare lines of business.
5. Humana
 - a. Humana only offers Medicaid and Medicare
 - b. To receive a contract, you have to accept Medicare.
 - c. They do not offer commercial lines of business.
6. Magellan
 - a. They often are the administrators of mental health benefits for other insurance payers.
7. Medicare
 - a. We will need access to your NPI/PECOS to complete your application.
 - b. Please advise us if you opted out from Medicare and the dates when this selection was made. Your opt out selection auto renews unless you notify the Medicare contractor for your state that you plan to not renew
 - c. We will need a bank letter on letterhead with your practice name, your name, EIN/TIN, routing number and account number and signature from bank representative to set up EFT. Medicare will not accept direct deposit forms.
 - d. Medicare requires verification of your EIN/TIN with the CP575 form. This is the letter you received when you secured your EIN/TIN. If you no longer have the letter, please contact IRS to secure an alternative letter. You can receive this via fax if you verify that the fax is secured and you will be the only person to review the fax.
 - e. If you are a group, you will need to tell us who has ownership to the group and the percentage.
 - f. For groups, we will need an organization chart for all owners and providers who will accept Medicare.
8. Tricare
 - a. Please advise if you want to be a certified provider or secure a contract with Tricare.
 - b. Tricare East utilizes Humana Military and Tricare West utilizes TriWest Alliance.
9. United Healthcare/Optum



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- a. UHC/Optum has specific requirements to secure a group contract. You will need at least 4 or more providers, one of the providers has to be a prescriber, a clinical oversight person (may be one of the providers), and they will determine if they will extend the offer for a group contract.
- b. UHC/Optum offers multiple lines of business in each state, i.e. commercial, marketplace, Medicaid, and Medicare