

# Enrolling a New Provider

If your office has a new provider who is interested in joining our provider network, below is the information we need:

- A letter on the provider's office letterhead requesting to add the provider, the provider's Tax ID Number and the provider's name, NPI Number and Title/Degree
- The provider's CAQH needs to be updated and attested to where we can download their CAQH application and all supporting documents uploaded to CAQH
- The completed Provider Profile Sheet
- The completed Collaborative Supervising Physician form if the provider is a mid-level practitioner
- The provider's Certificate of Insurance needs to be current on CAQH and it needs to be active for at least the next 45 days otherwise we will need a copy emailed to us so we have a current copy.

The provider's office address that matches the Tax ID Number needs to be on CAQH. Please email this information to our Provider Operations Coordinator Team. Their email address is [MissouriProviderRelations@wellcare.com](mailto:MissouriProviderRelations@wellcare.com)

After the provider is entered into our system, you will receive a **Welcome Letter** email advising of the provider's effective date and their Missouri Care/WellCare Provider ID Number, etc.

**Please note:** The new provider needs a Prior Authorization Number for each member and each Date of Service until the new provider is participating. The Prior Authorization Number needs to also be on the claim. Our Prior Authorization Department is available by phone at our toll-free number of 1-800-322-6027.