

The Credentialing Process



1 Create Your Profile

For insurance panels to consider adding you to their network, they require a lot of information about you. Gathering this information can be time-consuming and stressful. **Mental Health Management Inc. (MHMI)** will set up and manage an online profile for you that helps insurance panels verify your information saving you time and money. We know what is needed and we will assist you in gathering and compiling the necessary information.



3 Processing of Applications

Processing is perhaps the most frustrating part of the credentialing process. Often you find yourself with little to no information on the status of your application. **MHMI** will be with you through the process providing monthly follow-ups on each application, ensuring your submission does not fall through the cracks.



5 Information Verification

Now that your application has been approved the insurance panels will begin verifying your information through your online profile. It is vital that the information in your application matches the information of your profile as any errors can create a delay in the process. **MHMI's** detailed information collection process and creation of your online profile assures that the information submitted will match your profile.



7 In-Network Provider

A welcome letter and the fully executed contract will be sent to you. An effective date will be issued, providing you with a start date of when you can begin offering services as an in-network provider. **MHMI** will continue to answer any questions and help with any other existing applications. It is important to remember that while you are in-network for now, insurance panels require that you reapply every three to five years. **MHMI** will keep your information on file and is ready to help you when these deadlines come around.

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2 Apply to Insurances

There are hundreds of insurance companies in the United States, each with their own unique applications. It's hard to know which panels to apply to and how you are even supposed to submit your application. **MHMI** specializes in mental health and our clients trust our expertise. We have worked with insurance companies across the country. We know the ins and outs of these insurance panels and will complete and submit these applications on your behalf to as many insurance panels as you wish.



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4 Insurance Determination

A determination correspondence will be sent notifying you whether you have been approved or denied and you will be given instructions on how to proceed if you are approved. **MHMI** is familiar with the follow-up required and will assist you as needed. In addition, if you feel your application deserves reconsideration, our experts will take care of appeals and re-submission of your application.



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6 Contracts Issued

Once your information has been verified, the insurance company will send out a contract outlining the terms of your agreement and list the reimbursement rates they pay. **MHMI** will help clarify any part of the contract that seems confusing and assist you in navigating the varying timelines and effective dates outlined in each of your contracts.



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