

Rate Letter Submission

Provider Guide

The purpose of this Job Aid is to demonstrate the process of submitting a rate letter via the Provider Inquiry Form.

1. Navigate to the **Provider Inquiry Form** using the link below

<https://www.mimeridian.com/providers/provider-relations-intake-form.html>

2. Select “**Submit Provider Relations Inquiry Form**”

Partnering Together

To make the process seamless:

- 1 Submit one issue per intake form.
- 2 Select the appropriate line of business (Medicaid, Meridian Complete[duals], Ambetter, or WellCare).
- 3 Include all requested details and relevant information in your submission to avoid delays or having to resubmit.

This process is designed to strengthen our partnership and ensure your needs are met with efficiency and care. We appreciate your cooperation and look forward to continuing to support your work.

Submit Provider Relations Inquiry Form (via Smartsheet)

[Provider Concierge Team Overview \(PDF\)](#)

We Want to Hear From You

Please lead feedback regarding the new process on the Provider Relations Inquiry Form Survey. The survey is seven questions and should only take a few minutes to complete!

PROVIDER RELATIONS INTAKE FORM SURVEY

- Fill out each information box with an asterisk and make sure to select **“Rate Submission Letter”** as the **Category Issue**

Provider Name *

Date *

Please use today's date!

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Contact Name *

Email Address *

Phone Number *

TAX ID *

Line of Business *

Select

Issue Category *

Rate Letter Submission

TIN and GNPI Rate Letter Applies to *

Description of Request *

File Upload *

Drag and drop files here or [browse files](#)

- Attach the rate letter, review, and submit. Please note that the TIN and GNPI must be listed, or the rate letter will not be able to be loaded properly.
- Once submitted the Provider Relations Team will review and triage the rate letter to the appropriate internal team and you will receive a response within five business days.