Submitting a Roster Request

Provider Relations Inquiry Form Guide

Providers can submit a Roster Request through the Provider Relations Inquiry Form to receive our full record of credentialed practitioners. This roster report can help verify several data points, including:

- Which providers/practitioners are currently credentialed under the health plan
- Individual practitioners' effective dates
- The line(s) of business the provider/practitioner is PAR (participating) with
- The location on file for a provider/practitioner
- The Tax Identification Number(s) (TINs) a practitioner is enrolled under

To submit a Roster Request via the Provider Relations Inquiry Form, complete the following steps:

1. Go to https://www.mimeridian.com/provider-inquiry

2. Scroll down and click on "Submit Provider Relations Inquiry Form (via Smartsheet)".

   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) 🗗

3. Complete all fields with the red asterisk. (*)

   Provider Name *

   Date *
   Please use today's date!

   Contact Name *

   Email Address *

   Phone Number *

   TAX ID *

   Line of Business *
   Select ▾

   Issue Category *
   Select ▾

   ☐ Send me a copy of my responses

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4) Under the Issue Category, choose Roster Request

Issue Category *

Roster Request ▾

5) Describe the member issue/problem under "Description of Request".

Description of Request *

6) Check the "Send me a copy of my response" box (if needed) then click Submit.

☐ Send me a copy of my responses

Submit

Meridian, Wellcare, and Ambetter are affiliated products serving Medicaid, Medicare, and Health Insurance Marketplace members respectively. The information here is representative of our network of products. If you have any questions, please contact Provider Relations.

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