

	<p>How Do I Complete My Re-Credentialing Online?</p>
<p>For Additional Questions and Answers, visit our FAQ section</p>	

<p>Step 1: Select the Application</p>
<p>When you see the red notice on the <i>MyPractice</i> page that indicates you are due for re-credentialing, click Recred Application on the left-hand side menu.</p>
<p>Step 2: Practitioner Attestation</p>
<p>On the <i>Practitioner Attestation</i> screen, click on the button next to I Agree to proceed.</p> <ul style="list-style-type: none"> • If you are not the practitioner, you cannot use this application. <p>Click Continue.</p>
<p>Step 3: General Provider Information</p>
<p>On the <i>General Provider Information</i> screen, enter new or update existing information (if applicable).</p> <p>Click Save and Continue.</p>
<p>Step 4: Service Address</p>
<p>On the <i>Service Address</i> screen, enter new or update existing information (if applicable).</p> <p>Click Save and Continue.</p>
<p>Step 5: Mailing/Financial Address</p>
<p>On the <i>Mailing/Financial Address</i> screen, enter new or update existing information (if applicable).</p> <p>Click Save and Continue.</p>
<p>Step 6: Licensure, Certification and Training</p>
<p>On the <i>Licensure, Certification and Training</i> screen, enter new or update existing address information (if applicable).</p> <p>Click Save and Continue.</p>
<p>Step 7: Current Facility Privileges</p>
<p>On the <i>Current Facility Privileges</i> screen, enter new or update existing address information (if applicable).</p> <p>Click Save and Continue.</p>
<p>Step 8: Liability Information</p>
<p>On the <i>Liability Information</i> screen, enter new or update existing address information (if applicable).</p> <p>Click Save and Continue.</p>
<p>Step 9: Work History</p>
<p>On the <i>Work History</i> screen, enter new or update existing address information (if applicable).</p> <p>Click Save and Continue.</p> <ul style="list-style-type: none"> • A second option is to mail your resume or CV to Magellan. In order to do this, click Mail Work

History. A minimum of the last five years of work experience is required.

Step 10: Current Facility Privileges

On the *Preview* screen, confirm the information and either click **Edit** in any sections that may need to be changed or click **Print** if you wish to have a hard copy of your re-credentialing application, and then click **Submit** to proceed.

- We recommend that you complete the *Referral Supplement* when you complete your online re-credentialing application. Once you have submitted your application, the *Referral Supplement* will no longer be available to you online.
- The *Referral Supplement* is what provides us with information necessary to make referrals based on specific member needs.