How to access Magellan's online Provider Data Change Form

1. Go to **www.Availity.com** to get started.

   - If you don't already use **Availity Essentials**, set up your account now. (You'll use Availity Essentials for secure transactions as a Magellan provider.) Click *Get Started* from the Availity home page. Availity has complimentary webinars and resources to help with your registration.

2. **Log in to Essentials** using your secure username and password.

3. From the menu, click **Payer Spaces** and select the **Magellan Healthcare Nevada** tile from the drop-down. (Note: to see this tile, ensure "Nevada" is showing at the very top of the page as your state.)

   Magellan HEALTHCARE.
   Nevada

4. From the Magellan Healthcare Nevada Payer Space, click the **Provider Practice Information** tile. You'll see a brief form; you do *not* need to select any of the fields marked optional, simply click **Submit**. You'll then receive a message that you are redirecting to a third-party site, select **Submit** again and you will be on the *Magellan* platform.

   ♡ Provider Practice Information
   Review and update your practice data, including appointment availability

5. **If you have never signed into any Magellan portal application**, you will be prompted to enter a username and password:

   - Your username: **Your 9-digit Magellan ID (MIS)**

   - Your temporary password: **2003** followed by the **last four digits of your Taxpayer Identification Number.** *(Example: If the last four digits of the TIN are 1234, then the password is 20031234.)* You will be prompted to change the password.

6. **If you have signed into the Magellan portal previously** you will automatically be logged in.

7. You will see the online **Provider Data Change Form**. Select the Provider TIN/MIS of your practice and click **Go.**

8. The **Provider Data Change Form** is pre-populated with the existing practice information from Magellan's database and allows you to select various options to edit your practice information.

   General Information ✔
   Office Contacts
   Appointment Availability ✔
   Specialties, Languages & Age Range ✔
   Mailing Address & Professional Email Address ✔
   Financial Address
   Service Address, Hours & Medicaid ID Information ✔
   Home Address

9. **Verify that all information is correct and update as needed.** This includes your name, service address, phone number, office hours, website URL and email address that members can use, and your

ability to accept new clients. ***Group practice administrators:*** *Be sure to validate information for all practitioners on the roster by clicking* **Roster Maintenance**.

10. **Attest to the accuracy of your practice information on a *quarterly* basis and *anytime you make an update* to your information.** To fully complete this step, review each category (updated categories will reflect a green check mark), then click the red "I Attest" button.

If you have questions, please contact **NevadaProvider@MagellanHealth.com**.