



IMPORTANT PROVIDER BULLETIN

Re: ➤ **Agency Roster**

You are credentialed and contracted as an Agency with Supervisory Protocol. This means that clinicians are rostered and not individually credentialed. The agency will maintain a roster of independently licensed clinicians with Optum. Accepted independent licenses within the state of Rhode Island include: DO, MD, PA, LP, LICSW, LMFT, LMHC, CRNP, PCNS, RN, LCDP, LCDS, and BCBA.

When submitting claims for:

- Integrated Health Homes (IHH)
- Assertive Community Treatment (ACT)
- Home-Based Therapeutic Services (HBTS)
- Personal Assistance Services and Supports (PASS)
- Respite

Claims must be submitted under the name of a rostered clinician.

This might be a supervisor or someone who oversees the programs and meets the criteria for being included on the roster. For use of a supervisor on claim submission, your Agency must have a Supervisory Protocol in place.

It is very important that someone in your agency maintain an updated roster of independently licensed clinicians. Rhode Island Roster updates may be completed electronically by logging into Provider Express under your agency log in or by completing the Agency Roster Update Form and faxing it to Network Management.

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| Provider Express | Click Here |
| Agency Roster Update Form is located within the "Optum Forms – Administrative" | Click Here |
| Fax number for Agency Roster Update Form | (781) 419-8479 Attn: Kirsten Butler |