



NEW - CREDENTIALING INFORMATION

Credentialing of Team Leads

Trillium has previously credentialed clinicians who act as team leads for services that are billed using the agency NPI number. Effective June 1, 2016 Trillium will no longer require these clinicians to be credentialed IF the group service is the only service the clinician is delivering. So, clinicians exclusively billing for services as a team lead (using the agency NPI) would NOT be credentialed; however, if that clinician is also delivering a service which requires them to use their own NPI, they DO need to be credentialed to provide the services requiring their individual NPI number to bill.

All currently credentialed clinicians will receive a re-credentialing notification letter approximately 6 months prior to the expiration of privileges. Clinicians that are not required to be credentialed, but nevertheless do not wish for their credentialing to lapse, may still go through the re-credentialing process.

Change in Credentialing Process - CAQH Electronic Forms

Trillium has posted on its website an electronic version of the [credentialing packet](#) to be used with CAQH. Effective June 1, 2016, Trillium will no longer accept paper applications. All documents must be completed and the applicant must have registered and obtained a CAQH number before the packet is submitted. When the complete application is received, the Credentialing team will place the applicant on the CAQH roster and notify the Provider so that the Clinician can complete and upload the CAQH attestation.

When completing the CAQH application, the Clinician must fill in all fields regardless of whether CAQH requires the information. If a field is not applicable, please enter N/A in the blank. Any incomplete applications received will be denied and returned to the provider to be corrected and resubmitted.

Adding Clinicians

This section applies to clinicians who are required to be credentialed (as above): to add a new clinician to an agency or group practice, please go to the [Trillium website](#), **Provider Page/ Provider Documents & Forms/ Credentialing Application Packet**. The packet includes the Request to Add Licensed Clinician form and detailed instructions for completing an application using CAQH.

Board Certified Practitioners

Board Certified MDs, Physician Assistants, and Nurse Practitioners are required to submit a copy of their Board certificate(s) with their credentialing application.

MDs and Physician Assistants who are not Board Certified are required to submit a copy of their transcripts.

NEW - IMPORTANT PROVIDER DIRECT ANNOUNCEMENT FOR 5/15/2016

The Trillium Health Resources IT staff would like to make you aware:

On May 15, 2016, Cardinal Innovations will be doing updates to the Provider Direct system from 8-10 AM. There is a possibility of System Downtime during these updates, so we ask that you please plan accordingly.

Thank you for your patience while we continuously work to improve and develop Provider Direct.

REMAINDER - IT'S THAT TIME OF YEAR AGAIN: THE 2016 TRANSFORMING LIVES AWARDS

It's that time of year again!

Do you know a provider that has excelled in meeting the service needs of individuals residing in our communities? Has your agency implemented practices that have helped others better their lives?

This is your opportunity to share! Attached is the Transforming Lives Awards Nomination packet. We encourage you to nominate yourself, another agency, or a fellow provider for a 2016 Transforming Lives Award.

We encourage you to visit the [Transforming Lives webpage](#) for more information about the 2015 winners and details of this year's event.

Please share this information and let's make the 2016 Awards another successful banquet!

 [2016 Transforming Lives Awards Nomination Packet](#)

STAY CONNECTED

If you have questions regarding the content of this email please contact:

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