



Important Notice Regarding Re-Credentialing Fees

Due to a high volume of overdue re-credentialing applications, effective immediately MemorialCare Medical Group will be implementing a late fee for any re-credentialing applications that are not returned within 90 days of the date on the first application notice.

With this change we are however going to discontinue charging re-credentialing fees. We will continue to charge a credentialing fee for initial applications.

Late fees will be assessed as follows:

- No fee will incur if the re-credentialing applications are faxed or postmarked within **ninety (90) days** of original mailing. The Credentialing Department will verify fax date stamp or postmark to ensure that re-credentialing applications that are mailed or faxed (but not necessarily received) within **ninety (90) days** are not charged a late fee.
- A final reminder will be sent out **90 days** from the original mailing as well as a courtesy phone call or email to the office.
- Re-credentialing applications received/postmarked within **91-150 days** after original mailing date will be charged a **\$100 late fee** and will be considered incomplete until the fee has been paid.
- If a re-credentialing application is not returned within **150 days** from original mailing, the provider's credentialing will be terminated and the provider will be unable to see MemorialCare Medical Group patients. If a provider wishes to continue credentialing with MemorialCare Medical Group, the provider will need to complete a new initial credentialing application as well as pay the \$100 late fee.

If you have any questions regarding this new policy please contact Tamara Jones, Provider Relations and Credentialing Manager at (714) 665-1632 or tjones@memorialcare.org.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Ellis".

Jennifer Ellis

Director, Provider Networks and Provider Relations