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Maintaining Your First Choice Next Provider Roster

Summary: Tips on adding and removing providers from your roster

First Choice Next would like to share helpful tips about roster maintenance with our network providers to ensure provider directory accuracy and accurate claims processing.

Adding providers to your roster

For single or multiple providers use the First Choice Next provider roster template form. Please be sure all fields are completed and there are no filters on any roster submission. Email the completed roster to: providerenrollmentscex@amerihealthcaritas.com

For First Choice Next practitioners, all credentialing applications are processed within 45 days of receipt of a clean application. The First Choice Next provider roster template form may be found on our [website](#) or by contacting your Provider Network Account Executive.

Demographic Changes and Terminating providers from your roster

For demographic changes or provider terminations use the [Provider Add/Change Form](#) or the First Choice Next [Provider Roster Template \(xlsx\)](#) found on our [website](#). Please be sure all fields are completed and there are no filters on any roster submission. It is important to include the reason for and effective date of termination for terminating providers. If terminating a PCP, include the name and NPI of the provider who will take over the member panel.

Email the completed form to: providerenrollmentscex@amerihealthcaritas.com

Questions:

Thank you for your participation in our network and your continued commitment to the care of our members. If you have questions about this communication, please contact your Provider Network Account Executive or the Provider Services department at **1-833-986-7277**.

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