

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.

[Log in to Essentials](#)

New to Availity? [Get Started](#)

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

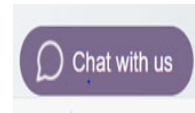
3. From the menu, click **Payer Spaces** and select the **Magellan Healthcare Idaho** tile from the drop-down. (Note: to see this tile, ensure "Idaho" is showing at the very top of the page as your state.)



4. From the Magellan Healthcare Idaho 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. Select the **Chat with Us** feature to obtain a login.



If you have signed into Magellan previously (i.e., to complete your Medicaid Disclosure Form), you will automatically be logged in.

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

My Practice Info Practice Information

Provider Data Change Form Provider Profile

This online form allows you to change, add or remove information related to your practice. It is pre-populated with the existing practice information from Magellan's database.

Select Provider TIN / MIS*

Select an option to proceed.

Go

7. 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		?

8. To change your billing Taxpayer Identification Number (TIN), click [Form W-9](#) to complete and submit the online form.

9. Click **Financial Address** and select **Edit** to update your billing information.

If you have questions, please contact our **Provider Services Line** at **1-800-788-4005**.