



## **IMPORTANT**

# Demographic Changes or Provider Termination Requirements

Participating practices are required to notify ATA-FL immediately when:

- A Therapist employee has been terminated or is no longer treating patients at a specific location\*\*
- A location is closing or relocating
- Demographic information is changing

\*\*Provider Service Agreement states, you are required to notify ATA-FL of any terminations 90 days prior to the termination.

**Non-Participating providers shall not evaluate, re-evaluate or treat beneficiaries managed by ATA-FL until they are credentialed by ATA-FL.**

Providers and all health care providers employed by and/or associated with the contracted provider, group or facility shall meet all credentialing and re-credentialing requirements in order to render services to beneficiaries managed by ATA-FL. Providers who are not credentialed by ATA-FL shall not render services to beneficiaries managed by ATA-FL. Please refer to your provider service agreement for more details.

Authorization requests that include a non-participating providers will be recommended for denial to the plan as a non-participating request.

If you have providers employed by your practice that are not currently credentialed by ATA-FL, please contact your provider Relations Representative or our Provider Relations Department to begin the credentialing process for the non-participating provider.

If you have any questions please feel free to contact our Provider Relations Department at T: 888-550-8800 Option 2



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