Provider Profile Sheet

Submission Guide

Use this guide to complete and submit your *Provider Profile Sheet*.

REQUIRED DOCUMENTATION

- Completed fillable PDF Provider Profile Sheet
- Current W-9

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The enrollment process takes approximately **60 days** to complete after all required documents are received and approved.

NEED ASSISTANCE?

For questions about this form, contact your Provider Engagement Account Manager (PEAM).

FIND YOUR PEAM

Use your **PEAM Lookup Resource** to locate your assigned PEAM.

SUBMISSION INFORMATION Submit this completed form and current W-9 based on the applicable line of business:

Absolute Total Care providers

Email the documents to SouthCarolinaPDM@centene.com.

Wellcare providers

Submit the documents to your assigned PEAM.

FIELD GUIDANCE

Field	Guidance	Field	Guidance
Primary care provider (PCP) designation	• Select Yes only if you function as a PCP in an outpatient practice and serve as the patient's designated medical home for ongoing primary care services.	Incomplete forms	• Complete all applicable fields. • If a field does not apply, enter N/A. • Missing information may delay processing.
Panel status (PCPs only)	• Select Yes only if you are accepting new patients in your outpatient office as their primary care provider. • Otherwise, select No.	File format	• Submit the fillable PDF. • Do not print, scan, or convert the form.
Effective date	• Enter the date of this enrollment or update request.	Individual vs. Organizational NPI	• Individual NPI = provider. • Organizational NPI = practice or facility.
Service locations	• List all service locations. • Identify the primary location first.	Additional providers	• Submit another electronic form page or a roster containing all required information.