

## Becoming a New Contracted Provider for Lovelace Health Plan

Thank you for your interest in Lovelace Health Plan. Providers that are interested in becoming a provider must first complete the Provider Participation Application. Please take the following steps in order to become a participating provider:

1. Complete the Participating Provider Application form and send to:

Email: [Networkoperations@lovelace.com](mailto:Networkoperations@lovelace.com)

Fax: 505-727-9044

Mail:

Lovelace Health Plan  
Attention: Network Operations  
4101 Indian School Rd. NE  
Albuquerque, NM 87110

1. Complete either the CAQH (Council on Affordable Quality Health Care) on-line application or the New Mexico Physician & Practitioner Credentials Application. The CAQH application form is located at <https://upd.caqh.org/oas>. The New Mexico Physician & Practitioner Credentials Application may be downloaded directly online at <https://www.mmps.org/credentials.php>.
2. The completed Participating Provider Application and credentialing application will be reviewed against the needs of LHP, including but not limited to specialty, geographic area or other delivery system needs.
3. The credentialing application will be reviewed by LHP's Credentials Committee. If approved, a LHP Contract Administrator or Provider Service Representative will contact you regarding a contract.
4. Upon agreement and signing of terms of a contract from both the provider and LHP, an effective date of your contract will be determined.
5. If a provider is not accepted, a letter will be sent informing you that you are not being added as a provider at this time based on credentialing criteria or LHP's business needs.
6. Please consult our website at [www.lovelacehealthplan.com](http://www.lovelacehealthplan.com) for additional information.

### Becoming a New Provider with an Existing Group for Lovelace Health Plan

1. Please follow steps 1-3 above.
2. Upon approval of credentialing from the Credentials Committee, you will receive a letter with your effective date to be added to the existing contracted group.

**Please note: If all fields on the Participating Provider Application are not complete, the credentialing process cannot be started. The Participating Provider Application will be returned for missing information. When the missing information is received by LHP, the credentialing process will start.**

