Existing Large Group Roster Submission

Pre-Enrollment Portal

Note: No login is required to access the Pre-Enrollment Portal.

Existing Large Group Roster Submission Process

1. The practice manager completes and submits the form, which creates a lead.

You have selected the option for a delegated group with Molina Healthcare wanting to add additional providers.

Complete the form below.

*What is your role?
Practice Manager

*Legal Entity Name ⓘ

Doing Business As (DBA)

*Group NPI

*Group TIN

*State
--None--

*Requestor First Name

*Requestor Last Name

*Requestor Phone: digits only
1234567890

*Requestor Email (format like so: you@example.com)
you@example.com

Submit

2. The health plan reviews the lead and if approved, an account is created that links the practice manager to a **business account**.
3. The business account is linked to a tax identification number (TIN).
4. The practice manager receives instructions on how to log in to the Provider Network Management (Authenticated) Portal with a username and password.
5. The practice manager is now able to upload rosters in the Provider Network Management Portal.
6. The criteria for large group rosters differs from that of non-delegated groups in that:
   - They can use their own templates.
   - The roster can be in either Excel or CSV format.
   - The Roster Import Case is created in **Submitted** status so there is no need to **Process the Roster Import.**
   - The health plan manually processes the Roster Import Cases.