

# Provider Memorandum

## Download and Use the New IAMHP Roster Template

### Summary

- Providers are required to use the new roster template.
- Download and complete the new template.
- Email your new roster to [MHILProviderNetworkManagement@MolinaHealthcare.com](mailto:MHILProviderNetworkManagement@MolinaHealthcare.com).

Molina Healthcare of Illinois (Molina) reminds providers to use the new IAMHP Roster template. Providers are required to begin using this template by **October 1, 2021**. **Note:** Utilization of the standardized roster is statutorily mandated for Medicaid MCOs and contracted providers (305 ILCS 5/5-30.1).

### New Template Features

Refer to this [provider memo dated July 1, 2021](#), to review some of the improvements. You can also visit the IAMHP website's Standardized Roster Material page.

All providers should begin using the new template immediately. Rosters submitted to Molina using the old template will be accepted for a limited time.

### Get the Updated Roster Template

Providers should download the updated template from the Molina website. Go to the [Frequently Used Forms](#) page, under the header [Contracting & Provider Forms](#). Scroll down to **Universal IAMHP Roster Template (download)** for the Excel file.

**Important:** The Provider Information email box has been deactivated. It is critical that you use **the MHIL Provider Network address:** [MHILProviderNetworkManagement@MolinaHealthcare.com](mailto:MHILProviderNetworkManagement@MolinaHealthcare.com).

### Questions?

We're here to help. Contact your Provider Network Manager or email the Provider Network Management team at [MHILProviderNetworkManagement@MolinaHealthcare.com](mailto:MHILProviderNetworkManagement@MolinaHealthcare.com). For help identifying your Provider Network Manager, visit [Molina's Service Area](#) page at [MolinaHealthcare.com](http://MolinaHealthcare.com).

### Availity Provider Portal

We continue our transition to the Molina Availity Provider Portal, a tool that streamlines your claims management, authorizations, and eligibility/benefit verification. Are you registered yet? [Click here](#) to get started.

### **Get Critical Updates**

Receive news and updates about Molina services and plan requirements delivered straight to your inbox.

[Click here](#) to join Molina's provider email list.

**Note:** Molina's website and documents are best viewed in Google Chrome or Microsoft Edge.