

Alchemy Credentialing

PO Box 9

Tillamook, OR 97141

Credentialing Contract

This contract is between the **Client** (as agreed to online) and **Alchemy Credentialing**, PO Box 9, Tillamook OR 97141.

Alchemy Credentialing will, on behalf of the client, submit applications to insurance companies for the purpose of applying to be in network (on panels, preferred provider, etc).

The client agrees to the following:

Client understands that a practice location will be needed prior to submission of credentialing applications. This practice address will be public knowledge and listed on healthcare websites.

All information (TIN, Address, NPI, etc.) provided to Alchemy Credentialing is true and accurate to the best knowledge of the Client. Submission of inaccurate information, either to Alchemy Credentialing or to CAQH, will result in errors with insurance companies which we will need to correct. The fee for corrections is a minimum of \$200.00. This charge will **ONLY** be incurred if Client gives us, or confirms with us, incorrect information.

Client understands that if they change their practice location, billing address, tax ID number, or other relevant information, it will delay the credentialing process and will result in necessary correction which we will **NOT** be able to do until credentialing is complete. The fee for corrections is a minimum of \$200.00.

Client understands that not all networks are open and Alchemy Credentialing does not have the power to get them into a “closed” network, nor can we guarantee that client will get in network.

Client understands that some networks may be “discount-only” networks and, as such, Client will not be able to submit claims as “in network”, but may only offer the patient with benefits a percentage discount.

Client understands that Alchemy Credentialing will not submit applications on behalf of the Client to Aetna directly. Please see our FAQ page to understand why. If Aetna is under another sub-payer such as American Specialty Health, we will do so, but we do not submit directly to Aetna for credentialing or updating demographics information.

Client understands that Alchemy Credentialing will follow up and make sure applications are in process. Some networks can take *at least 180 days or longer to be finalized*, and Alchemy Credentialing has no control over that time frame.

Client understands that Client is required to keep their CAQH account up-to-date once credentialing is final, unless a subscription for this service is purchased.

Client agrees to never submit, or send via any medium, any of their therapy client or patient information to Alchemy Credentialing unless requested by Alchemy Credentialing, and only then, with full permission of the therapy client or patient in accordance with HIPAA laws and regulations. This includes patient information, un-redacted EOBs, and patient personal information such as SSN, date of birth, member ID, etc.