



Looking for a status update on your network contract request?  
Click [Contact Us](#) to request an update.

Thank you for submitting a request to be a network provider with HealthPartners Insurance. The following document outlines the steps that you can expect in our network contract process.

#### **Step 1: Notification of a network decision:**

- You will receive an E-mail from HealthPartners Provider Relations & Network Management of our decision on your submitted request.
- Response can take three to four weeks
  - If your request is declined, HealthPartners will provide notification of our decision.
  - Otherwise, your contract request will move to step 2 below.

#### **Step 2: Provider Information**

- HealthPartners Provider Relations & Network Management will request you complete the following:
  - Provider Information Document, W9, and Disclosure of Ownership Form.
- Return those documents via E-mail ASAP to the representative. If necessary to fax, please send to 952-853-8848 and notify the representative that you have sent it.
- Upon receipt of the forms HealthPartners will review and determine if a provider agreement will be offered. You will then be directed to move to step 3 or 4.

#### **Step 3: Credentialing (if Applicable)**

- HealthPartners will review your practitioner roster to ensure they are credentialed.
  - Some practitioner types are enrolled and do not complete the credentialing process.
- The credentialing process can take up to 60-90 days to complete. For more information on this process please visit the link below.
  - <https://www.healthpartners.com/provider-public/credentialing-and-enrollment/>
- Please note that contracting is a separate and distinct process from credentialing. Both are required to participate in our network.
  - Contracting is the formal process of obtaining a provider network agreement.
  - Credentialing is the formal process for ensuring network practitioners are qualified to treat our members.
- You will need to complete our [facility credentialing process](#) if you are any of the following:
  - Hospital
  - Home health agency
  - Skilled nursing facility
  - Ambulatory surgery center
  - Inpatient, residential or ambulatory behavioral health facility

#### **Step 4: Contracting Process**

- HealthPartners will notify individual practitioners when credentialing applications are approved.
- The contract effective date will be specified by HealthPartners and will be no sooner than the last practitioner's credentialing approval date.
- At this point, HealthPartners will send you the contract for signature.
- Once returned, administrative processes will proceed to ensure you are active in our network.
- This process can take up to 30-45 days.
- A representative will advise when claims may be submitted.