

Provider Locator Tool Fact Sheet

Louisiana Medicaid enrolled providers are reminded to regularly update their Provider Locator Tool contact information through the Provider Locator Information Application found on the LA Medicaid website at www.lamedicaid.com.

This application allows providers to update their existing contact information and to indicate whether they are 'Accepting New Medicaid Patients'. This information is viewable to recipients attempting to locate a Medicaid provider.

Providers should log on to the secure side of the website by clicking on the 'Provider Login' button and entering your Login ID and Password. Once logged on, you will select the 'Provider Locator Information' link located under Restricted Provider Applications. This link will open to the Provider Locator Information Main Page.

Providers should review the information listed under 'Provider File' which includes NPI, Provider Name, Phone Number and Address. If the information listed is not correct, you will need to click the link provided which will direct you to the applicable Provider Enrollment forms. These forms need to be printed out, completed, signed and returned to the Provider Enrollment Unit in order to permanently update the provider file. If the information is correct, you may proceed to the 'Provider Locator Additional Contact Information'.

The 'Provider Locator Additional Contact Information' section includes text boxes where you can update and save your information on the screen. This information includes Contact Name, Phone Number, Fax Number, E-Mail Address, Languages Spoken, Website Address and Managed Care Plans (plans you participate with). There are also two questions that require you to select the 'Yes' or 'No' button which are listed below. Once you have updated your information, click the 'Save' button.

- 1) Accepting New Medicaid Patients (*Not applicable for waiver providers*)
- 2) Can Accommodate Special Needs

For further information on the Provider Locator Tool, you may refer to the Provider Locator Tool User Manual which is found on www.lamedicaid.com under the Forms/Files/User Manuals link, under User Manuals.