MCC Health Plan Set Up Checklist

Step 1: Contact MCC at 612-360-9793 to receive agreements, invoice, contact sheet, and training request form.

Step 2: Review agreements and return signed agreements, contact sheet, training request (training required before log in is issued), and payment for invoice.

Step 3: After all documents are returned and training has been completed, the MCC will contact the administrator indicated on the Contact Information supplemental page of the contract and issue the log-in information for the organization.

Step 4: Go to www.credentialsmart.net/mcc and log in using the log-in information assigned by the MCC.

Step 5: Click "Admin" on top navigation bar and click "Users" to assign user log-in information to users within your organization. The MCC recommends that each organization has at least two "Admin" roles.

Step 6: Attach entity specific documents by clicking under "Admin" on left navigation bar and click on "Submission Documents". You can attach either a document or a URL directing applicant to a specific website.

Examples of Possible Entity Specific Documents

- ☐ Entity specific Authorization & Release

The following documents are already set up in the system for all organizations.

- ☐ Uniform Authorization & Release
- ☐ Application Addendum - contains Medicare/Medicaid and Other Government Reimbursement Programs Statement and Continuing Education Attestation.

Step 7: Establish communications process to providers.

Step 8: You are ready to accept applications!!