

To: AmeriHealth Caritas DC Providers

Date: June 24, 2025

## Subject: Timely and Accurate Submission of Provider Rosters

This notice serves as a reminder to all delegated credentialing entities of your contractual responsibility to submit accurate and timely provider rosters to AmeriHealth Caritas District of Columbia (DC).

As a delegated entity, you are solely responsible for determining and communicating which providers within your organization are intended to participate with AmeriHealth Caritas DC. Please note that a provider's participation (par) status with our plan begins on the date their information is first submitted to us through the monthly roster process. This clarification applies specifically to par status and does not affect the provider's credentialing date, which remains as determined by the delegated entity.

As a courtesy, AmeriHealth Caritas DC will allow retroactive enrollment of providers into our network as far back as the first day of the month prior to the initial roster submission, up to 60 days, for providers submitted with a retro effective date. Retroactive dates beyond this timeframe (i.e., multiple months or years) will not be accepted. This policy will take effect **July 21, 2025**.

Adhering to our roster submission policy provides several key benefits:

- Reduced administrative burden for your organization.
- Faster provider enrollment and fewer participation delays.
- Improved accuracy and consistency of provider data.

To avoid processing delays, please ensure that submitted rosters are complete and error-free.

Thank you for your continued partnership and attention to this important matter.

**Questions:** If you have questions about this communication, please contact your Provider Account Executive or the Provider Services department at 202-408-2237.

Sincerely,

AmeriHealth Caritas DC