STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Mental Hygiene Administration • Spring Grove Hospital Center • Dix Building
55 Wade Avenue • Catonsville, Maryland 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary
Brian M. Hepburn, M.D., Executive Director

To: PMHS Providers, ValueOptions, CSA Directors

From: Daryl Plevy, Deputy Director, Mental Hygiene Administration

Date: July 24, 2012

Re: Network of Care

The Mental Hygiene Administration (MHA) and the Core Service Agencies (CSA) have invested in a Provider Directory called Network of Care. This site allows providers to enter basic information about their practice/clinic/facility and allows easy access for Medicaid consumers.
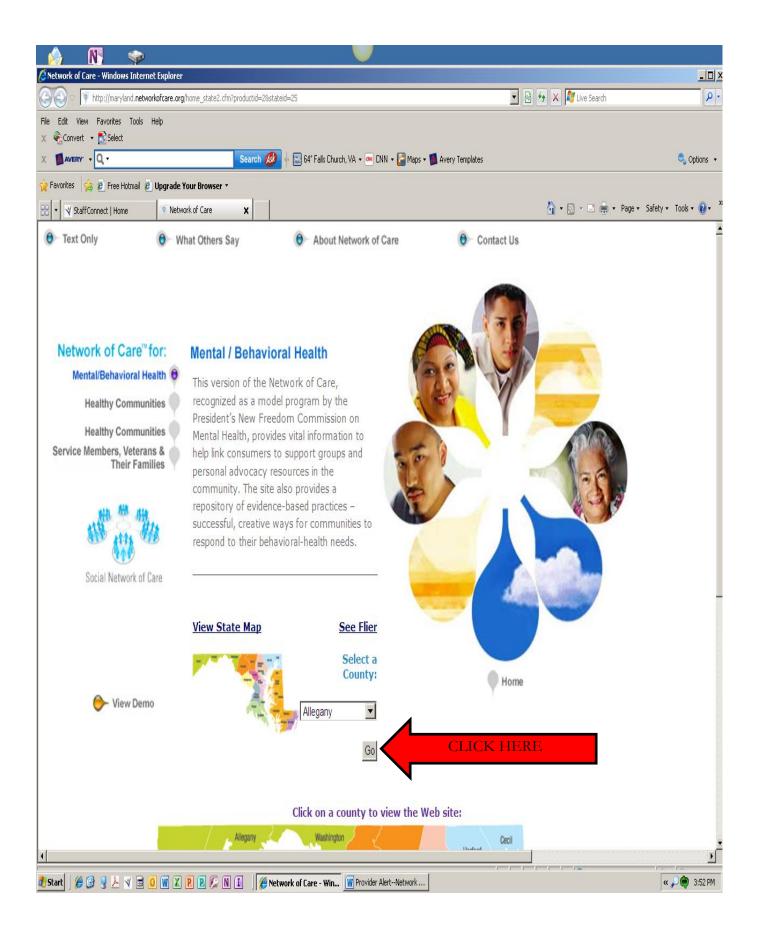
In our continuing efforts to give Maryland consumers healthcare information and access to care, we are requesting all providers to log-on to the Network of Care website (http://maryland.networkofcare.org/home_state2.cfm?productid=2&stateid=25), and complete/update the registration of their practice/clinic/facility by September 28, 2012. Once you have completed this process, please send an e-mail notification to marylandproviderrelations@valueoptions.com. Your CSA will verify the information, approve, and submit for posting to Network of Care.

For those providers that are new to the Network of Care system, there is a form attached to this Provider Alert called *Network of Care Provider Listing Form*. This form can be used by new providers to review their program and make sure they have all the information needed to complete the on-line Network of Care information set. This form will assist in the registration process. The steps for registration are listed below.
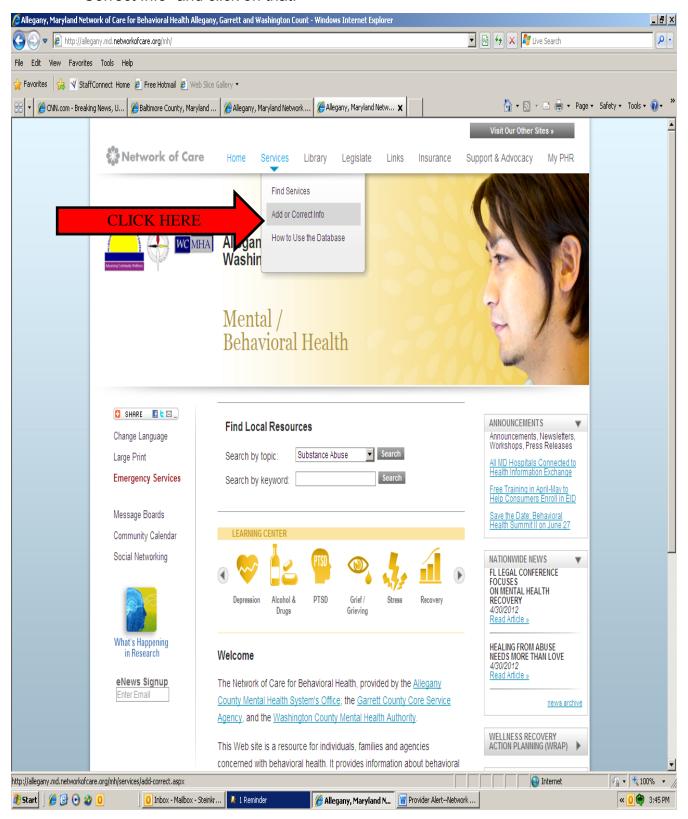
For those providers that are already registered on Network of Care, we ask that you review your information to make sure it is accurate and up to date. The second half of this Provider Alert explains how to review your listing and update your information.
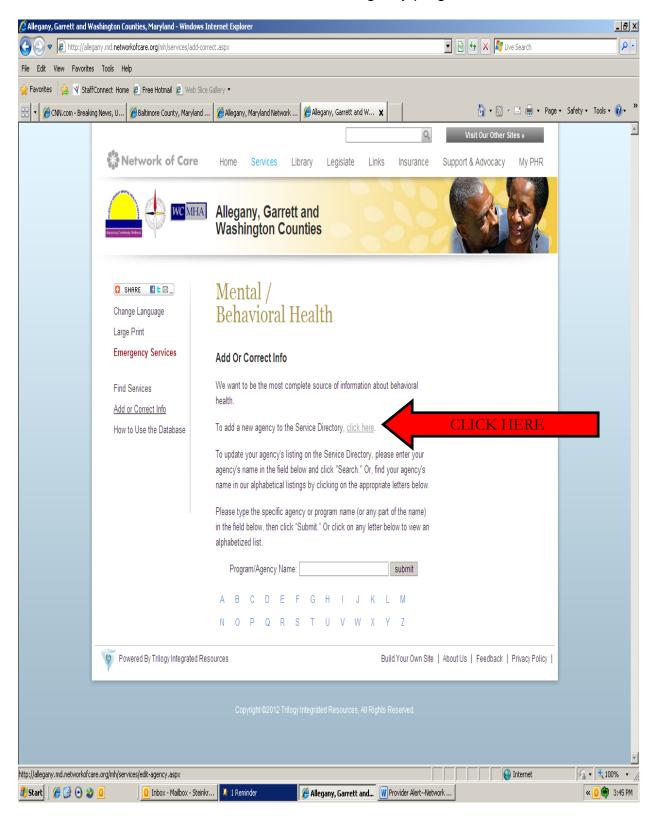
To register a new program/agency:
1. Go to the above web site.
2. Choose the County in which your service is provided and click the "GO" button.

Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258
Web Site: www.dhmh.maryland.gov

3. Move your cursor to the top of the page and hover over "Services" then to "Add or Correct Info" and click on that.

4. Then follow instructions to add a new agency/program.

To review and update existing program/agency information:

1. Go to http://maryland.networkofcare.org/home_state2.cfm?productid=2&stateid=25.
2. Click on the interactive map or dropdown menu to select your region's Network of Care site.
3. Once on your local Network of Care site, click the "Services" icon at the top of the homepage.
4. Click the "Program/Agency Name" tab, and type in some, or all, of your agency's name.
5. On the Search Results page, click on your agency's name. (If your agency has more than one listing, please review all of the listings that apply to you.)
6. Now, read your listing. If you'd like to make any updates or additions, click the "Edit This Listing" button at upper right.
7. Make all desired revisions on the form, and then click the "Submit" button at the bottom of the page.

Once the information you submitted is verified, your agency's listing(s) will be updated on your Network of Care site. If you have any questions along the way, just click the "Feedback" link at the bottom of the page and let Network of Care know – they are happy to assist you!