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Kenner, LA 70062  
1-855-242-0802

[www.aetnabetterhealth.com/louisiana](http://www.aetnabetterhealth.com/louisiana)



**Please be advised this Data Long Form is for use by existing, contracted groups/facilities with Aetna Better Health of Louisiana.**

Those contracted groups/facilities should use this form for adding new licensed providers for credentialing or new unlicensed providers (BH groups only).

If your group/facility is not contracted with Aetna Better Health of Louisiana, complete a Prospective Provider Form located at [www.aetnabetterhealth.com/louisiana/providers/forms](http://www.aetnabetterhealth.com/louisiana/providers/forms) and email it to [LAProvider@aetna.com](mailto:LAProvider@aetna.com) or fax to 1-860-607-7658.

### **Instructions for completing and submitting the Data Long Form**

1. Data requested on this form is required to have licensed providers credentialed and unlicensed providers (BH groups only) loaded into the Aetna Better Health of Louisiana system.
2. For adding licensed providers to existing, contracted groups:
  - o Include all requested information on the "Licensed Provider Data" tab of this spreadsheet.
  - o Include the OIG Form located at [www.aetnabetterhealth.com/louisiana/providers/forms](http://www.aetnabetterhealth.com/louisiana/providers/forms).
    - \*\* **CRITICAL:** Any licensed providers who require credentialing, will not get submitted for credentialing without the OIG Form.
3. For adding unlicensed provider to existing, contracted groups:
  - o Include all requested information on the "Unlicensed Provider Data" tab of this spreadsheet.

### **Submission instructions**

Please scan all pages and submit your form(s) to Aetna Better Health of Louisiana Provider Relations via email at [LAProvider@aetna.com](mailto:LAProvider@aetna.com) or fax at 1-860-607-7658. Any questions or concerns, please contact Aetna Better Health of Louisiana Provider Relations by calling 1-855-242-0802 and following the prompts.

Thank you,  
Aetna Better Health of Louisiana

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LA-2019-0729









































<b>Ownership Code Options</b>
01 Voluntary – Non-Profit – Religious Organizations
02 Voluntary – Non-Profit – Other
03 Voluntary – multiple owners
04 Proprietary – Individual
05 Proprietary – Corporation
06 Proprietary – Partnership
07 Proprietary – Other
08 Proprietary – multiple owners
09 Government – Federal
10 Government – State
11 Government – City
12 Government – County
13 Government – City-County
14 Government – Hospital District
15 Government – State and City/County
16 Government – other multiple owners
17 Voluntary /Proprietary
18 Proprietary/Government
19 Voluntary/Government
88 N/A – The individual only practices as part of a group,