Welcome to ….!

As part of the on-boarding process, we use a credentialing platform - Modio Health to complete payor enrollment and ensure we can start getting your claims paid in a timely manner.

**Please follow the link in this email to create a password to begin your onboarding with Modio as soon as possible**. It is imperative that you complete your credentialing profile so we can enroll you with payors. If you cannot click on the link, please copy and paste it into your browser. You can access this request via your cell, tablet, iPad or laptop (we recommend Google Chrome browser). **This process has 3 parts should take less than 20 minutes in total if you have all your information ready.**

1. The below fields are required to complete onboarding and you will need to enter all of them before moving forward. After entering all of these, click *Save* & *Next* to continue.

* Personal Information
* Education & Training
* Facility Affiliations (current and prior)
* Work History
* Peer References
* State & DEA licenses (current or expired)
* Board & additional certifications (current and expired)
* Malpractice information (current and past)

1. Next, upload the following documents:

* CV
* Diploma
* Residency / Internship certificate (if applicable)
* State license
* DEA license (if applicable)
* State Controlled Substance Registration license (if applicable)
* Board certificate (if applicable)

1. You will receive a separate email of applications integrated with DocuSign. Please review and electronically sign these documents.

Once all of these are entered in MODIO and you sign and submit the DocuSign documents, we will start the credentialing process and enroll you with all necessary payors for your practice.

If you need assistance, you can access Live Help via that chat window on the bottom right of the screen in Modio, or you can call (844)-696-6346; Modio staff are available to assist you from 8am-8pm EST.

Thank you and we look forward to working with you,

SIGNATURE XXXXXX

SAMPLE 2 (Original):

Welcome to ….,

As part of the on-boarding process for our provider enrollment process we use a credentialing program - MODIO Health.

The link in this email invites you to create a password to begin the provider enrollment process. Please copy and paste the provided link into your browser if you have trouble. You can access this request via your cell, tablet, iPad or laptop (we recommend Google Chrome browser).

You are required to complete all the necessary information and will not be able to advance until the required field is completed. Please complete by clicking Save & Next, including:

- Personal Information

- Education & Training

- Facility Affiliations (current and prior)

- Work History

- Peer References

- State & DEA licenses (current or expired)

- Board & additional certifications (current and expired)

- Malpractice information (current and past)

Upload the following documents, if applicable:

-CV

-Diploma

-Residency / Internship certificate (if applicable)

-State license

-DEA license (if applicable)

-State Controlled Substance Registration license (if applicable)

-Board certificate (if applicable)

The credentialing process will begin once we receive all the necessary information.

You will receive a separate email to review and electronically sign the applications.

If you need Live Help it is available on the ModioHealth.com website. You may contact us at 888-888-8888 between the hours of 7 am – 7 pm EST, Monday – Friday.

SIGNATURE XXXXXX