

Dear Provider,

Welcome to Molina Healthcare of Idaho.

Your member(s) was recently enrolled with Molina Healthcare of Idaho. To support a smooth transition and help prevent any interruptions in services or payment, we would like to outline the next steps for completing your contracting and registration process with Molina.

If you have any questions or need assistance at any point, please do not hesitate to contact our HCBS Provider Representative, **Shari Wheeler**, at Shari.Wheeler@molinahealthcare.com.

Contracting with Molina

To initiate the contracting process, please contact our Contracting Team directly at MHIDProviderContracting@molinahealthcare.com.

You may also access the contracting request form on our Provider Website [Molina Healthcare of Idaho - Provider Home](#) under **Forms → Provider Contracting & Credentialing**.

Service Authorization

While your contract is in progress, you may begin billing Molina Healthcare of Idaho for services that were originally authorized by the **Idaho Department of Health & Welfare (IDHW)**. A Molina Healthcare of Idaho authorization should already be in place for the member(s) you are serving and there should be no disruptions or delays in claims payments. Please note that once a member is enrolled with Molina, you will no longer be billing IDHW through The Gainwell Provider System.

If you have not yet received an authorization from Molina—or need assistance locating this information—please contact:

- Shari Wheeler, or
- Our Care Management Team at MHIDCaseManagement@molinahealthcare.com

Claims Submission & Provider Portal Registration

To submit claims, you will need to register with the **Availity Provider Portal**: [Molina Healthcare | Availity](#)

If you are new to Availity, please select the **“Get Started”** link at the top right of the page and follow the registration instructions.

If you encounter any issues during registration, please reach out to Shari Wheeler for support.

Once registered, Molina’s Provider Relations Team is available to guide you through:

- Training resources
- Claims submission processes
- Additional tools and features available within the portal

We appreciate your partnership and look forward to supporting you in delivering quality care to our members.

Sincerely,

Idaho Provider Relations Team

MHIDProviderSvcReq@MolinaHealthCare.com

Provider Contact Center (844) 239-4914

