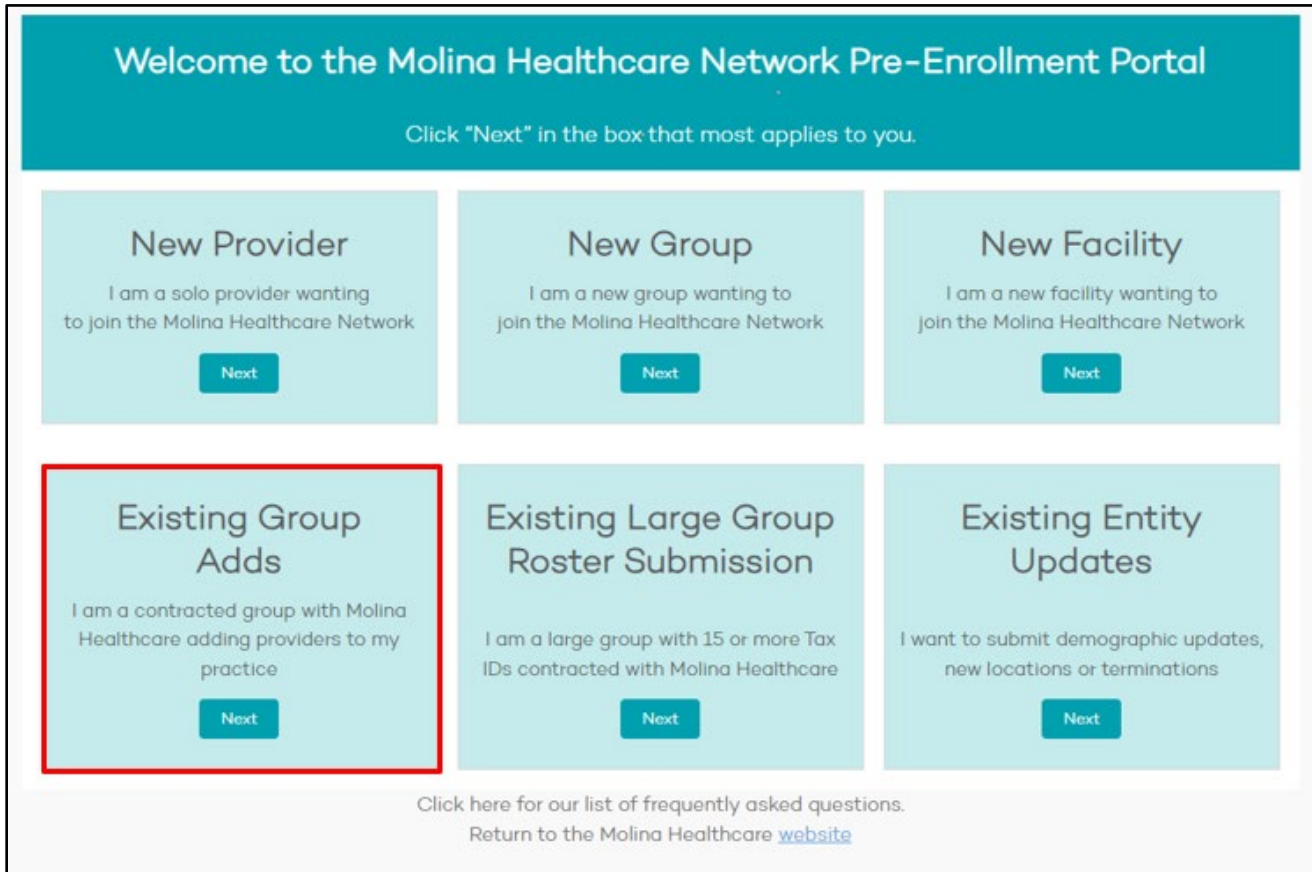


## Existing Group Adds Workflow

### Pre-Enrollment Portal

**Note:** No login is required to access the Pre-Enrollment Portal.



The screenshot shows the Molina Healthcare Network Pre-Enrollment Portal. At the top, a teal banner reads "Welcome to the Molina Healthcare Network Pre-Enrollment Portal" and "Click 'Next' in the box that most applies to you." Below this are six light blue cards, each with a "Next" button. The "Existing Group Adds" card is highlighted with a red border. The cards are:

- New Provider:** I am a solo provider wanting to join the Molina Healthcare Network.
- New Group:** I am a new group wanting to join the Molina Healthcare Network.
- New Facility:** I am a new facility wanting to join the Molina Healthcare Network.
- Existing Group Adds:** I am a contracted group with Molina Healthcare adding providers to my practice.
- Existing Large Group Roster Submission:** I am a large group with 15 or more Tax IDs contracted with Molina Healthcare.
- Existing Entity Updates:** I want to submit demographic updates, new locations or terminations.

At the bottom, there are links: "Click here for our list of frequently asked questions." and "Return to the Molina Healthcare [website](#)".

#### The Existing Group Adds workflow applies when:

1. A participating group contracted before the portal's implementation requires a login to the Provider Network Management (Authenticated) Portal to add a practitioner(s) to their practice.
2. A practice manager needs to be added to an existing group to gain access to the portal.
3. A practice manager logs in through the New Group card and receives a notification to use one of the Existing card workflows.



The screenshot shows a notification message in the portal. At the top left, there is a "Home" link. The message text reads: "It looks like your group or practice is in the process of contracting with the Molina Healthcare Network. Click the Home link above and select the 'Existing' card that best matches your needs." At the bottom, there is a link: "Return to the Molina Healthcare [website](#)".

## Existing Group Adds Process

1. The practice manager completes and submits the form, which creates a lead.

You have selected the option for a contracted group with Molina Healthcare wanting to add additional providers.

Complete the form below.

\* What is your role?

\* Legal Entity Name ⓘ

Doing Business As (DBA)

\* Group NPI

\* Group TIN

\* State

\* Requestor First Name

\* Requestor Last Name

\* Requestor Phone: digits only

\* Requestor Email (format like so: you@example.com)

2. The health plan reviews the lead and if approved, an account is created that links the practice manager to the group.
3. The practice manager receives instructions on how to log in to the Provider Network Management (Authenticated) Portal with a username and password.
4. Once the login process has been completed, the practice manager will be able to:
  - a. Add practitioners
  - b. Submit change requests