



## Network Notification

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**Date:** 11/21/13

**Number:** OH-P-2013-26

**To:** Ohio Providers

**From:** CareSource

**Subject:** NEW CareSource Provider E-Communication System

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CareSource's new Provider E-Communication System is now live. CareSource information can be sent via email to providers and/or designated staff members. Providers, office managers, billing offices, and other contacts can receive information specific to their needs. This process will help us communicate with you more efficiently and effectively, and your office will be less cluttered with mailings that may not be relevant to you.

In order for you to get the most out of this robust system, you will need to register and provide updated contact information. To register:

1. Go to the CareSource website at [CareSource.com](http://CareSource.com)
2. Select Providers; go to Ohio Providers
3. Select "[Register/Update Provider Email](#)" from the "Quick Links"
4. Follow the login instructions
5. You will be asked to complete the contact information and submit your email address

Providers can add multiple contacts to receive email information from CareSource. Designate one contact as the "**Primary Contact**," and identify others as "**Additional Contacts**."

You will also want to identify each contact as a particular "**Contact Type**." *We request that at least one individual within the office or group be identified as the General Contact.* The General Contact will receive all e-mail notifications from CareSource.

You can also identify additional contact types to help determine the e-mail notifications received from CareSource. For example, billing information will be sent directly to individuals associated with a billing office.

Network Notifications and future editions of the *ProviderSource* newsletter will be delivered electronically in a more timely and efficient manner. It's another way we are working to make "Health Care with Heart" more effectively meet your needs.