

## Non-Participating Provider Contract Requests

Interested non-participating providers must submit any contract requests to UCare Provider Network Management in writing **on their letterhead and in a letter format**. The request must include the following, but is not limited to this information:

- Include your legal entity name, any DBA's, address, and phone number;
- Include your TAX ID;
- Name, phone number, and an e-mail address of the contracting contact;
- Include if you are a Primary Care Clinic, Hospital or County Agency;
- What specialty service(s) do you provide? (i.e. Certified Home Health, Physical Therapy, DME, STS Transportation, Common Carrier Transportation, Cardiology, etc.);
- List any unique services you offer. (Examples; If Interpreter, Home Health Care, PCA and Transportation services, do you provide any foreign languages?);
- Specific types of providers may have service areas; please list service areas by county. (i.e. Transportation, Home Health, PCA and Interpreters);
- Hours of operation;
- How long you have been in business;
- Affiliations with any other entities;
- Include any brochures if you have them

Please do not bind this information in any way or place them in a folder. Please submit the requested information **only**. There is no need to send additional information such as forms your employees fill out and so forth. This information is not used to make a determination in sending out an application to obtain additional information; this also may slow down your contract review process.

**\*\* Please note: review of your request may take up to 90 days before a decision is made. You will receive a written response once a review of the information has been completed. \*\***

**Please submit your request to:**

UCare  
Provider Network Management  
P.O. Box 52  
Minneapolis, MN 55440-0052

***\*\*\* Submitting a credentialing application is NOT a request for a contract. Non-participating providers should follow the instructions above to request a contract. \*\*\****

**\*\*\*As of June 1, 2009, UCare is no longer accepting requests for Personal Care Assistant (PCA) providers. If you submit a request and you are a PCA provider you will receive a denial.\*\*\***