



Southwest Michigan Behavioral Health

5250 Lovers Lane, Suite 200

Portage, MI 49002

(800) 676-0423

Barry County • Berrien County • Branch County • Calhoun County • Cass County • St. Joseph County • Kalamazoo County • Van Buren County

APPLICANT RIGHTS FOR CREDENTIALING AND RE-CREDENTIALING

- Practitioners may be informed of the status of the application upon written, email, or telephone request.
- Practitioners may review all information obtained by SWMBH during the credentialing process, including the source of that information, unless it is prohibited or protected by law. This review is at the applicant's request.
- SWMBH will notify an applicant within 180 days from the signed attestation date of the application if any information obtained during the credentialing verification process varies substantially from the information provided by the applicant. SWMBH will advise the applicant of the variance and provide the applicant with the opportunity to correct the information if it is erroneous.
- The applicant will submit any corrections in writing within fourteen (14) calendar days of notification of discrepant information to the credentialing staff. Any additional documentation will be kept as part of the applicant's credentialing file.
- Practitioners may correct any erroneous information. Practitioners need to submit corrections to the SWMBH Provider Network Department in writing within fourteen (14) calendar days. Corrected information will be shared with the SWMBH Credentials Committee for consideration. Supplemental information is subject to verifications by SWMBH.
- Practitioners will be informed of the credentialing decision within ten (10) days of the decision date.
- Copies of all application and credentialing verification policies and procedures are available on SWMBH's website.

Southwest Michigan Behavioral Health Credentialing Staff Contact Information

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