



State of Louisiana
Office of Group Benefits
P. O. Box 44036
Baton Rouge, Louisiana 70804



November 30, 2004

Dear Provider:

**Regional Provider
Representatives**

Region 1 & 2
Zip Codes 700, 701, 703
Jim Blakely
225.925.4599

Region 4, 5 & 7
Zip Codes 705,706,713,714
Shawn Welcome
225.925.7713

Region 3 & 6
Zip Code 708
Dianne Smith
225.922.3145

Region 8, 9 & out of state
Zip Codes 710, 711, 712
Wayne Diel
225.925.4206

We are currently soliciting contracts from physicians who wish to participate in the Office of Group Benefits Provider Networks for the 2005 Plan Year beginning on July 1, 2005. Enclosed is your contract for execution. It is imperative that your contract is received by **January 15, 2005** to guarantee inclusion in the provider directory that we distribute during annual enrollment. Please be sure to sign and return the original endorsed document to OGB.

The Provider Information Sheet and W9 affixed to your contract should be completed including license numbers and expiration dates. **Attach a copy of your current malpractice insurance certificate.** OGB *will not* process your contract without the required information. Return your contract in the enclosed prepaid UPS shipping envelope, which has been provided for your convenience. ***Any changes or corrections made to the agreement will render it null and void.***

A report of contracted physicians is also enclosed for your review to ensure that we have an accurate record of physicians enrolled in our network. Enter the **Federal DEA#** in the space provided for each listed physician. If additional changes are necessary, offer comments as needed in the space provided and return with your contract. If there are no changes required, indicate as such on the physician list and return with your contract.

If you have any questions regarding these instructions, please contact your regional provider representative or our Provider Service Department at 1.800.215.1093.

An
Equal
Opportunity
Employer

Thank you again for your continued service to our members. We look forward to working with you.

www.groupbenefits.org

Best regards,

Scott Thevenot
Provider Services Director

Cc: Malcolm Veazie, Deputy Assistant Secretary