



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

December 2003



Dear Provider:

Regional Provider
Representatives

Region 1 & 2

Zip Codes 700, 701, 703
Jim Blakely
225.925.4599

Region 3

Zip Code 704
Wayne Diel
225.925.4206

Region 4, 5 & 7

Zip Codes 705,706,713,714
Gerald Williams
318.362.3042

Region 6

Zip Code 708
Dianne Smith
225.922.3145

Region 8 & 9

Zip Codes 710, 711, 712
Ralph Roberts
318.362.3020

We appreciate your continued partnership with the Office of Group Benefits (OGB) as a participant in our PPO network. We are currently soliciting contracts from physicians who wish to participate in the Preferred Provider [Organization](#) (PPO) for the 2004 Plan Year beginning on July 1, 2004. Enclosed is an amendment for your execution. Please be sure to sign and return the original endorsed document to OGB.

The Provider Information Sheet should be completed including license numbers and expiration dates. **Attach a current W-9 form and a copy of your current malpractice insurance certificate.** Your contract cannot be processed without the required information. Return your amendment in the enclosed prepaid UPS shipping envelope, which has been provided for your convenience. **Any changes or corrections made to the amendment will render it null and void.**

The signed amendment for your facility must be received by OGB no later than January 31, 2004 to guarantee inclusion in the Provider Directory for Annual Enrollment beginning April 1, 2004. May 31, 2004 is the date the amendment must be in-house to avoid termination of your contract on June 30, 2004.

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. If any changes are necessary, provide comments as needed in the space provided and return with your amendment.

I also wish to present our current 2003 Physician E-Card. This tool was developed by OGB to offer your team quick access to updated information including current fee schedules, provider directories, as well as a newly developed provider manual.

An
Equal
Opportunity
Employer

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

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

Best regards,

Jules P. Debetaz
Provider Services Director