

# Important Provider Notice: Providing Advance Notification of Site and/or Physician Changes

August 2024

## REMINDER/UPDATE:

Provider offices must notify Partnership HealthPlan of California at a **minimum of 90 days prior** to contract terminations, any site relocation, closure, addition or joining another organization. This also applies to physicians and practitioners that leave or are new to your office.

A disruption in continuity of care causes great distress to our members, so please help by notifying us of a change to your location; a site closure; a physician either leaving or joining your office; or if you are joining or adding a new site. Centers for Medicare & Medicaid Services regulations require Partnership to keep the Provider Directory current.

### Steps to Notify Partnership:

- Provider offices must notify Partnership at a **minimum of 90 days prior** to contract terminations, any site relocation, closure, addition or joining another organization. This also applies to physicians and practitioners that leave or are new to your office.
- ***Failing to report changes and/or moves, a minimum of 90 days prior WILL result in authorization issues and non-payment of claims.***
- Please contact your Provider Relations representative for assistance in obtaining the appropriate form.

### Resources:

- MPPR208, Provider Notification of Provider Termination, Site Closure or Change in Location Information - [Click here](#) for policy.
- Provider Information Change Form - [Click here](#) to access the form.
- Provider Contract Termination - [Click here](#) to access the form.
- Provider Site Closure Form - [Click here](#) to access the form.