



PROVIDER INFORMATION CHANGE FORM

For PHC Use Only
 PR Rep: _____
 PHC _____
 PCP: South North
 Other: South North
 Non Visit Directory Validation

Practice/Facility Name as Currently Listed in Provider Directory:	County:	Billing NPI #		
Street:	City:	State:	Zip:	

Instructions: Please indicate the type of change you would like to make and complete all the information in the corresponding section of the form.

- Change Practice Name, Address, Phone, or Fax – Section A
 Change Tax ID or NPI - Section B
 Change Pay To information – Section C
 Change Member Assignment (PCP Only) – Section D
 Change Office Hours – Section E
 Change Information for an Individual Practitioner (name, employment status, location, languages spoken) – Section F

To add a NEW PRACTITIONER, please contact Credentialing at credentialing@partnershiphp.org to initiate the process.

To add a NEW LOCATION to an existing group, please contact Contracting@partnershiphp.org

This form will be considered incomplete and will delay processing if information, and/or an effective date and signature are missing.

A. Practice Information: Check all that apply and provide information requested

Change Practice Name to:

Change Service Location to: Street: _____ City: _____ State: _____ Zip: _____

Change Telephone # to: _____ **Change Fax # to:** _____

B. Change of Taxpayer Identification Number (TIN) or National Provider Identifier (NPI)

Change TIN from: Old# _____ to: New # _____ * Anew W-9 Must be attached for change to be processed

Change NPI from: Old# _____ to: New # _____ * Proof of Medi-Cal Must be attached for change to be processed

C. Change Pay to Address: Changes that directly impact the issuance of your 1099 requires the submission of a NEW W-9 with this form

Street: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Effective Date: _____

D. Change to Member Assignment (select one) For PCPs Only

- Accepting New Patients:** In addition to your current patients, new PHC members and members who are selecting a new provider can select your practice without restrictions
 0 – 18 years
 19 years and over
 0 – 999 years
- Accepting New Patients With Auto-Assignments:** In addition to your current patients, new PHC members may select your practice and/or PHC members who have not selected a Primary Care Physician (PCP) may be assigned automatically to your practice based on zip code.
- Accepting Existing Patients:** PHC members who have an existing or past relationship with your office can request to be assigned to your practice. Members who lose and then regain eligibility are automatically re-linked to their last PCP. For any exception, PHC must receive verbal or written approval from your office prior to assigning the patient to your practice.
- Not Accepting New Patients:** Practice closed to all new PHC members. Members who lose and then regain eligibility *will be* re-linked to their last PCP.

E. Change of Office Hours: indicate when a patient can call to make an appointment e.g., 8am – 5pm (Lunch Hour Not Listed in Directory) Select CLOSED if closed for the full day only

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM
To	To	To	To	To	To	To
___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Closed	<input type="checkbox"/> Closed	<input type="checkbox"/> Closed	<input type="checkbox"/> Closed	<input type="checkbox"/> Closed	<input type="checkbox"/> Closed	<input type="checkbox"/> Closed

F. Change Information for an Individual Practitioner within your organization:

Practitioner Name:	Title:	NPI:
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Change in Employment Status or Location within your organization: (check one)

<input type="checkbox"/> Retired – Effective Date: _____	<input type="checkbox"/> Termed Employment/Resigned – Effective Date: _____
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Moved or Added Additional Site(s) – Effective Date: _____

Check the Appropriate Box below for Moving an individual Provider and Complete ALL Applicable Information.

- The Provider has moved from one site to another within your organization
Remove Provider from Directory Listing at this location: _____
Add Provider to Directory Listing(s) at this location: _____
- The Provider is rendering services at an additional location(s) within your organization
List locations within the directory to include this provider: _____

Change Languages Spoken by Practitioner: Please use this section to make any language corrections necessary for the directory

<input type="checkbox"/> Add:	<input type="checkbox"/> Delete:
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Change Practitioner Name: Please use this section to make any spelling corrections necessary for the directory

Current Spelling:	Correct Spelling:
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Member Notification: Per DHCS, members must be notified in writing of any significant changes in the **availability or location** of covered services, or any significant change in information. (e.g. change of address, phone number, or office hours)

Were members notified of the change(s) represented on this form?

- Yes** - Please attach a copy of the notification **No**

How were members notified? Choose one

- Mailed Letters to members Posted Notice on the front window/in the lobby Phone Call to members

Explanation of Changes listed above:

Information Verification

I hereby affirm that the information submitted in this application is correct and complete to the best of my knowledge and belief, and is furnished in good faith.

Please process the changes listed above with the effective date of _____

Printed Name of Person Completing Form: _____ Date: _____

Signature: _____ Title: _____

Contact Email: _____ Contact Phone: _____

Return this form to the Provider Relations Department as directed below:

Northern Region Counties (Del Norte, Humboldt, Lassen, Modoc, Shasta, Siskiyou, and Trinity) return this form to your Provider Relations Representative.

Southern Region Counties (Lake, Marin, Mendocino, Napa, Solano, Sonoma, and Yolo) return this by fax to 707-639-5503

Or click the Submit Button to email

Submit

Clear Form