

# Provider Information Change Form



If you relocate or change any of the following information or as providers move within or leave your practice please use this form to notify us. You may also speak with your Professional Relations Representative to update your records.

## Section 1

Provider/Group Name \_\_\_\_\_

Provider Billing NPI Number\* \_\_\_\_\_ SSN or Tax ID Number\* \_\_\_\_\_

\*Use a separate change form for each Billing NPI Number and/or Tax ID Number applicable to your request.

Please make the following change(s) to my provider record:

- New Address (complete Section 2)
- Group or Provider Name Change (complete Section 3)
- Additional Address (complete Section 4)
- Termination Request (complete Section 5)

Effective Date (MM/DD/YYYY) \_\_\_\_\_

## Section 2

Old location address:

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_ +4 \_\_\_\_\_

Location Phone Number \_\_\_\_\_ Location Fax Number \_\_\_\_\_

Old mailing/correspondence address:

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_ +4 \_\_\_\_\_

Mailing Phone Number \_\_\_\_\_ Mailing Fax Number \_\_\_\_\_

Old billing/payment/remittance address:

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_ +4 \_\_\_\_\_

Billing Phone Number \_\_\_\_\_ Billing Fax Number \_\_\_\_\_

New location address:

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_ +4 \_\_\_\_\_ Office Hours \_\_\_\_\_

Location Phone Number \_\_\_\_\_ Location Fax Number \_\_\_\_\_

New mailing/correspondence address:

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_ +4 \_\_\_\_\_

Mailing Phone Number \_\_\_\_\_ Mailing Fax Number \_\_\_\_\_

New billing/payment/remittance address:

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_ +4 \_\_\_\_\_

Billing Phone Number \_\_\_\_\_ Billing Fax Number \_\_\_\_\_

## Section 3

Group or Provider name change (not involving a Tax ID# or NPI# change):

Current Group Legal Name \_\_\_\_\_

New Group Legal Name \_\_\_\_\_

Current Directory Group Name \_\_\_\_\_

New Directory Group Name \_\_\_\_\_

Current Provider Name \_\_\_\_\_

New Provider Name \_\_\_\_\_

**Please continue on the next page.**

## Section 4

Additional location address:

Street Address

City

State ZIP Code +4 Office Hours

Location Phone Number Location Fax Number

Additional mailing/correspondence address:

Street Address

City

State ZIP Code +4

Mailing Phone Number Mailing Fax Number

Additional billing/payment/remittance address:

Street Address

City

State ZIP Code +4

Billing Phone Number Billing Fax Number

Please list the providers who will be practicing at this additional location address (submit attachment if needed):

Provider Name Provider NPI Number

Provider Name Provider NPI Number

Provider Name Provider NPI Number

Provider Name Provider NPI Number

## Section 5

Terminate solo provider:

Provider Name

Provider NPI Number Term Date (MM/DD/YYYY)

Reason for termination

Terminate provider(s) from the group at *all* locations:

Provider Name

Provider NPI Number Term Date (MM/DD/YYYY)

Reason for termination

Provider Name

Provider NPI Number Term Date (MM/DD/YYYY)

Reason for termination

Terminate provider(s) at the *following locations only*:

Provider Name

Provider NPI Number Term Date (MM/DD/YYYY)

Reason for termination

Practice location addresses applicable to this provider's term request

Provider Name

Provider NPI Number Term Date (MM/DD/YYYY)

Reason for termination

Practice location addresses applicable to this provider's term request

Terminate the entire group, to include *all locations* and *all professionals* tied to it

**Your signature required**

Authorizing Signature

Date Signed (MM/DD/YYYY)

Completed by (please print)

Contact Phone Number

Contact Fax Number

Please send completed form to the address or fax number below:

Provider Network Services – CC443D2  
P.O. Box 239, Topeka, KS 66601  
Fax: (785) 290-0734

Phone: In Topeka, call (785) 291-4135, opt. 3; or outside Topeka, call toll free 1-800-432-3587