



## Provider Update Checklists

Use these checklists to determine which items are needed for specific updates.

### Change of Address

#### Checklist Items

Change of Address Form

### Change of Doing Business as Name

#### Checklist Items

Doing Business as Name Form

### Change of EIN

#### Checklist Items

Group Practice Application

IRS Verification of Tax ID (Letter 147C or CP 575 E)

Electronic Funds Transfer

Signed Contracts

Add Practitioner Form\*

Copy of the National Plan and Provider Enumeration System (NPPES) NPI Notification

\*For each physician being added to the group. This form does not generate with the group application. It is under the **Find a Form** section of the portal. Note: If the provider is not credentialed, you must complete the Provider Enrollment application.

### Change of Group NPI

#### Checklist Items

Group Practice Application

Electronic Funds Transfer

### Change of Banking Information

#### Checklist Items

Electronic Funds Transfer Form