



# Important Update

## Provider Changes

### Site Closure, Relocation, Addition, Joining an Organization or Adding/Terminating a Physician

May 2019

#### REMINDER UPDATE:

Provider offices must notify PHC at a **minimum of 90 days prior** to contract terminations, any site relocation, closure, addition or joining another organization. This also applies to physicians/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. CMS regulations require PHC to keep the Provider Directory current.

#### Steps to Notifying PHC

- Provider offices must notify PHC at a **minimum of 90 days prior** to contract terminations, any site relocation, closure, addition or joining another organization. This also applies to physicians/practitioners that leave or are new to your office.
- Failing to report changes and/or moves can result in Authorization issues and **non-payment of claims**.
- Complete the [PHC Provider Information Change Form](#) or contact your **Provider Relations Representative** for assistance.
- Submit applicable change form to Department of Health Care Services.

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#### Resources

- PHC Provider Information Change Form: Please visit our website and access the Provider Manual, Section 4 – MPPR 208 or [click here](#) to access the form.