



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