

Updating your provider data

Reminder: To ensure updates to your provider information are completed accurately and timely, submit all provider updates to us via email to mdproviderdata@amerigroup.com or fax to 1-855-875-3629.

Provider updates include:

- Provider demographic changes, including but not limited to:
 - Address
 - Phone
 - Fax
 - Email
 - Specialties
 - Panel restrictions (e.g., pediatrics — patient age limitations)
- Tax Identification Number (TIN) or practice name changes — TIN change due to practice name change or data updates resulting from facility, group or practice acquisition or merger.
Documents required include:
 - Old *W-9*
 - New *W-9*
 - Effective date of TIN change
- Terminations — all provider or group terminations.

How to submit your provider data changes

Submit all provider updates to us via email to mdproviderdata@amerigroup.com or fax to 1-855-875-3629. All provider data updates requested must be:

- Submitted to us on practice letterhead.
- Received 30 days prior to the effective date and include the effective date of the requested change.

You must submit changes to your provider data according to contractual requirements. Payment of claims for any service rendered prior to demographic or provider updates is not guaranteed.

What is the impact of this change?

For your information only — Please share this update with your staff and other providers in your practice.

What if I need assistance?

For questions related to your contract, call your local Provider Relations representative at 1-800-964-2112. If you have questions about this communication or need assistance with any other item, contact Provider Services at 1-800-454-3730.