



Provider Group/Practitioner Change Form

Please use this form for demographic changes or to update your NPI information.
Please make sure that all the information is complete as we cannot process incomplete forms. Please submit your completed form by email to credentialingpnw@optum.com.

Select the changes being submitted. Then only complete the necessary corresponding section(s).	
Practice Name Practitioner Name Tax ID Number Office Location/Address Billing Address Correspondence Address	Telephone Number Fax Number Email Address Adding New Provider(s) Terminated Provider(s)
Section II – Group Demographics	
Practice/organization name: _____ Current Tax ID (TIN): _____ National Provider Identifier (NPI): _____ Date issued: _____ Basis for NPI (applies to organizations only, select only 1 per NPI): Provider Name Tax ID only (entity whose name is in the W-9 form) License Number NUCC Taxonomy Code Place of service address Department Other (please explain) _____ Please check here if you have multiple NPIs representing your practice or organization. <input type="checkbox"/>	
Section III - Practice/Organization change	
New tax ID number is: _____ Effective: _____ (please attach a copy of the W-9) We have moved. Our new address is effective: _____ This new address is a: Practice address Billing address Both practice & billing address Correspondence address Should this new address be in the directory? Yes No	

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New	Old
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
<p>We have changed our practice name to: _____</p> <p>Effective: _____</p> <p>Change pertains to all practitioners under the Tax ID (TIN): _____</p> <p>Specify physicians/health care providers affected by the change: _____</p>	
Section IV - Adding a New Practitioner	
<p>These physicians/health care providers have joined our practice (please attach a copy of the W-9).</p> <p>Name: _____ Degree: _____ E-mail _____</p> <p>Practice address: _____</p> <p>Specialty: _____ Individual NPI: _____</p> <p>Effective Date: _____</p> <p>Name: _____ Degree: _____ E-mail _____</p> <p>Practice address: _____</p> <p>Specialty: _____ Individual NPI: _____</p> <p>Effective Date: _____</p> <p>Name: _____ Degree: _____ E-mail _____</p> <p>Practice address: _____</p> <p>Specialty: _____ Individual NPI: _____</p> <p>Effective Date: _____</p> <p>Check this box if you do not have a private office and only see patients at the hospital</p>	

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Section V - Terminating a Practitioner

These physicians/health care providers have left our practice.

Name: _____ Degree: _____

Practice Address: _____

Specialty: _____ Individual NPI: _____

Effective Date: _____

Reason for Leaving: _____

Name: _____ Degree: _____

Practice Address: _____

Specialty: _____ Individual NPI: _____

Effective Date: _____

Reason for Leaving: _____

Name: _____ Degree: _____

Practice Address: _____

Specialty: _____ Individual NPI: _____

Effective Date: _____

Reason for Leaving: _____

Name of individual completing this form: _____

Signature _____ Date: _____

Telephone: _____ E-mail: _____

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