

# Provider Update

April 2016

SPECIAL EDITION

## NOTICE OF PRACTICE/PRACTITIONER CHANGES!

One of the many benefits to the Gateway Health member is improved access to medical care through Gateway's contracted provider network. To ensure our members have up to date and accurate information on availability it is imperative that providers submit written 60 days advance notice of the following:

- Address changes;
- Phone & fax number changes;
- Changes to hours of operation;
- Primary Care Practice (PCP) panel status changes (Open, Closed & Existing Only);
- Practitioner participation status (additions & terminations) and;
- Mergers and acquisitions

The Gateway Practice/Provider Change Request Form can be completed for conveying practice/practitioner changes or notice on your practice letterhead is acceptable. This form is included with this Provider Update and is also available on [www.GatewayHealthPlan.com](http://www.GatewayHealthPlan.com) -- select *Provider*, and then click on *Forms & Reference Materials*.

Please submit your change request via fax or mail.

Fax to: 1-855-451-6680

Mail to: Gateway Health<sup>SM</sup>

Provider Information Management

Four Gateway Center

444 Liberty Avenue, Suite 2100

Pittsburgh, PA 15222-1222

If you have questions about this Provider Update please contact your Provider Relations Representative directly.

Provider Relations Department  
Gateway Health<sup>SM</sup>



## GATEWAY HEALTH<sup>SM</sup> Practice/Provider Change Request Form

All practice changes must be submitted in writing with the appropriate documentation at least 60 days prior to the effective date. Gateway will make reasonable effort but cannot guarantee that practice changes submitted with less than 60 days-notice will be implemented by the requested effective date. TIN changes will only be made on a prospective basis from the date Gateway is notified in writing.

**Practice Information:**

NPI or Gateway ID#:	Practice Name:		
Federal Tax ID#:	Specialty:		
Contact Person Name:		Title:	
Phone:		Email:	

**What is Changing?**

Please check all that apply:

- Gateway participating provider joins your practice: **Attach W9 Form and complete section A on reverse side**
- Has provider left his/her current practice?                      Yes    No**
- Non-participating provider joins your practice. *(Please go to [www.GatewayHealthPlan.com](http://www.GatewayHealthPlan.com); select Providers; click on Join Our Network and complete online request to enroll form.)*
- Provider moves to an existing location within your practice. *(Complete section A beginning below)*
- A participating provider is terminating from your practice. *(Complete section D on page 2)*
- Practice Name Change. *(Attach W9 Form and complete section A beginning below)*
- Tax ID, Vendor, or Billing Address Change. *(Attach W9 Form and complete section B on page 2)*
- Addition of New Practice Location or Credentialing Address for Participating Practice. *(Complete section(s) A, B, & C on page 2)*
- Office Location is closing. *(Complete section A beginning below)*
- Office Panel or Age Restrictions are changing. *(Complete section C on page 2)*
- E-mail address has changed *(Complete section A beginning below)*
- Updated NPI Number
- OTHER: Please describe in detail:**

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**Mail this form to:**  
**Gateway Health<sup>SM</sup>**  
**Attn: Provider Information Management**  
**Four Gateway Center**  
**444 Liberty Avenue, Suite 2100 Pittsburgh, PA**  
**15222-1222**  
**Fax: 1-855-451-6680**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Section A**      Effective Date: \_\_\_\_\_ *(Required for ALL CHANGES)*

Physician Name <i>(if applicable):</i>	Practitioner ID #:	Practitioner NPI #:	Physician Specialty:
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This                      New                      Existing                      Result of Office Move                      Closing  
**Location is:**  
This                      Primary                      Alternate                      Billing    Credentialing                      Mailing  
**Location is:**



Address							
City			State		Zip		County
Phone		Fax			E-mail		
Do you want this office to be listed in Directories?							
Yes				No			
Please list the patient scheduling hours for list office	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

*(To List Additional Locations, copy and Attach)*

**Other Physicians at this Location or use this location as credentialing address:**

Practitioner Name	Practitioner NPI #	Practitioner Name	Practitioner NPI #
1.		2.	
3.		4.	

*(For Additional Physicians, Attach Sheet)*

**Section B** Effective Date: \_\_\_\_\_ *(Required)*

<b>Billing Name/Tax ID (Name to appear on check if different from Practice Name. Must be an exact match to the name on file with the Internal Revenue Service for the Tax ID below.)</b>				
Billing Name:	Old:	New:		
Tax ID:	Old:	New:		
Address				
City		State	Zip	County
Phone		Fax		E-mail

**Section C** Effective Date: \_\_\_\_\_ *(Required)*

*If participating Primary Care Practice (PCP) complete the below section.*

Office Restrictions	Gateway Current Information			Gateway New Information		
Panel Limit	___ Medicaid ___ Medicare			___ Medicaid ___ Medicare		
Panel Status*	Open	Existing Only	Closed	Open <i>Accepting both new and existing patients</i>	Existing Only <i>Accepting established patients only</i>	Closed <i>Not accepting new or established patients.</i>
Age Restriction	Age _____ and Younger Older			Age _____ and Younger Older		

\*Panel must remain open until minimum contract panel limit is met.

**Section D** Effective Date: \_\_\_\_\_ *(Required)*

**Physician is terminating from your practice:**

Physician Name:	Reason for Termination:	If Relocating, Provide New Address:
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