

# Provider Update

September 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. The form is 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

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

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