

MVP FASTFAX

News for West Region — Rochester/Buffalo Providers

Online Provider Change of Information Form Available May 15

Starting May 15, 2018, MVP Health Care® (MVP) will offer provider demographic updates through an online form. You will no longer have to print, fill it out manually and email it to MVP. The new online form will allow providers the ability to easily communicate with MVP when they are changing or adding a new address, updating Tax ID information, or notifying MVP that a provider has left their group. Forms will be submitted electronically, and providers will receive a reference number to check the status of a change. **Please note that this form is only for physician/provider changes. Facilities must continue to submit changes as they do today.**

Please take the time to familiarize yourself with this form. Starting on July 1, 2018 MVP will require all provider changes of information to be submitted online.

How to access the online form

Visit mvphealthcare.com, select *Providers*, then *Forms*, then under the *Provider Demographic Change Forms*, select the *Provider Change of Information Form (Online)*.

The *Provider Change of Information Form (Online)* will open and you will be able to choose the type of demographic change from a drop-down menu.

Easy and intuitive to use

1. Choose the appropriate change type and the form will guide you through the necessary steps to process your change.
2. Once the form has been submitted, the user will receive a confirmation page with a reference number.
3. The reference number should be maintained as this is the tracking number that MVP will use when a status on a change is requested.

If you have any questions about the new Provider Change of Information Form, contact your Provider Relations Representative.

