

Supporting Documentation Requirements for Practice-level Demographic Updates

Practice-Level Request Types	Additional Supporting Documentation Required	Comments
Update practice demographic information		
Practice Location Changes: <ul style="list-style-type: none"> • Add practice location(s) • Close practice location(s) • Move practice location(s) 	<ul style="list-style-type: none"> • List of affiliated practitioners/NPIs that need to be linked or delinked to the practice location. • W-9 (for nonparticipating practices only) 	Please clearly indicate if you are: <ul style="list-style-type: none"> • Moving an existing practice location to a new address • Closing an existing practice location office • Adding an additional practice location
Affiliated Practitioner Changes: <ul style="list-style-type: none"> • Link to a practice location • Delinking from a practice location 	<ul style="list-style-type: none"> • List of affiliated practitioners/NPIs that need to be linked or delinked to the practice location. 	If a practitioner being delinked is a Primary Care Practitioner (PCP) and has assigned panel members, please advise what should be done with these impacted panel members: <ul style="list-style-type: none"> • Will panel members “move” with the departing practitioner? • If panel members are to remain with the practice, please indicate to which practitioner members may be transferred.
Closing/Opening a PCP panel		<ul style="list-style-type: none"> • Horizon BCBSNJ will not consider requests to close PCP panels with fewer than 250 members. • Horizon BCBSNJ does not close panels for specialists.
Practice TIN Change	<ul style="list-style-type: none"> • W-9 • List of practice locations • List of affiliated practitioners/NPIs per practice location 	<ul style="list-style-type: none"> • Address this request to the attention of your Network Specialist. • Note whether you are assuming liability of a prior TIN.
Purchase of another Practice/Entity	<ul style="list-style-type: none"> • W-9 • List of practice locations • List of affiliated practitioners/NPIs per practice location 	<ul style="list-style-type: none"> • Address this request to the attention of your Network Specialist.
Billing Address/Billing Company Changes	<ul style="list-style-type: none"> • W-9 • Billing phone number • Billing fax number 	