

TennCare Medicaid Network Only Clinician Tax ID - Add / Update Form

PLEASE FOLLOW THE DIRECTIONS BELOW:

- Complete this form to request
 - Modifications related to an existing Tax ID number
 - Add a new Tax ID Number
 - Inactivate a particular Tax ID number
- **DEMOGRAPHIC CHANGES ONLY**: To add, modify, and/or delete a practice, remit, mailing, recredentialing, and/or 1099 address and/or information, **please contact Provider Services at (800)690-1606** or notify your Network Account Manager at uhccp bhnetwork@uhc.com.
- If you have questions, please contact your regional Network Account Manager.
- **NOTE**: CAQH Application needs to match the information in your Provider Record to prevent any disruptions in your network status. Modifications to your UHCCP Provider Record do not automatically update CAQH. CAQH Applications must be updated separately.

What Would You Like To Do? <select all="" applicable="">></select>	Here's What is Needed
ADD ADDITIONAL TAX ID AND RELATED PRACTICE INFO TO YOUR PROVIDER PROFILE	Complete sections: 1, 2, 5, 6, 7
Note: If you are also inactivating a Tax ID, please also check "Inactivate An Existing Tax ID" in the box below.	
CHANGE EXISTING TAX ID NAME OR NUMBER	Complete Sections: 1, 3, 6 & 7
Includes Demographics for new Tax ID	Also, complete section: 2
INACTIVATE AN EXISTING TAX ID Note: At least one active Tax ID must remain associated with your Individual Agreement. If you wish to terminate your network participation, please refer to your Network Manual and Agreement for requirements.	Complete Sections: 1, 4 & 7

Tax ID = Tax Identification Number - EIN = Employee Identification Number

1. Clinician [Detail (* Require	ed)						
Last Name *			First Na	me*			Middle Initia	al
NPI (Type I) *								
Individual <u>Taxonomy</u>								
Cultural Competency Trained? * The Centers for Medicare and Medicaid Services (CMS) require that all persons who provide health care or administrative services to Medicare enrollees disclose whether cultural competency training has been completed.								
2. Demographics New Tax ID (* Required)								
Effective Date of New/Updates for this Tax ID *NOTE: Effective dates should be no earlier than 30 calendar days prior to the date of submission and no greater than 90 days after submission. If effective date is outside of these parameters, please include a reason for consideration.								
Date *		Reason (if ap	plicable)					
Tax ID Number	*							
Tax ID Owner N	ame as Registered	d with IRS *						
Clinic / DBA Na	me (Optional)							
Clinic/Group L	evel Identifiers f	or this Tax ID			Number Identifier	Issue State	Effective Date	Expiration Date
Group/Clinic N	PI - Type II					N/A	N/A	N/A
Organization/G	roup Medicare Nu	ı mber (If appli	cable Eff is re	quired)		N/A		
Organization/G	roup Medicaid Nu	mber (If applicat	ble Eff date & s	tate req'd)				
Mailing Address	(Primary for Tax ID)	*						
Mailing City / S	tate / Zip *				Mailing Addr	ess Phone *	:	
Contact Name *	(Primary for Tax ID)				Contact Phon	e *		
General Commi	unications Email*	<must or<="" select="" td=""><td>ne></td><td></td><td>Yes</td><td></td><td></td><td>☐ None</td></must>	ne>		Yes			☐ None
Public Directory Email * < Must select one> Your permission is required to display a public email address. By providing a puemail address, you are attesting that this email address is routinely monitored compliance with all state and federal privacy laws and regulations.					Yes			None
Website Address to Display in Provider Directory * < Must select o				elect one>	Yes			None
Remittance Ma	iling Address *							
Remittance City / State / Zip *					Remittance C Phone*	ontact		
1099 Mailing Ad	ddress * (must mat	ch W9) Same	e as Remit					
1099 City / Stat	e / Zip*			109	9 Contact Phone	*		

PRIMARY PRACTICE ADDRESS FOR Tax ID (*Required) - A single practice address must be designated as a 'primary' practice for this Tax ID								
Identifiers	ictice address mu	st be design	ated as a primary	Abbreviation	Number Identifier	Issue State	Effective Date	Expiration Date
License*								
DEA (If applic	able, Eff & Expire Dat	es are required)	N/A		N/A		
CDS (Primary	State) (If applicable,	Eff Date & State	are required)	N/A				
Primary Me	edicare ID (If applica	able, Eff Date is	required)	N/A		N/A		
Primary Me	edicaid ID (If applica	able, Eff Date &	State are required)	N/A				
Address *				Practice Hours			iced at each lo	cation for this
City *		County *		Monday	From		То	
City		County		ivioriday	From		То	
State *		Zip *		Tuesday	From		То	
Juic		Zip		Tucsuay	From		То	
Appointme	nt Phone *			Wednesday	From		То	
Арропипс	iii i iioiic			vvcanesady	From		То	
	mmunication	Yes <f< td=""><td>ax Nbr></td><td>Thursday</td><td>From</td><td></td><td>То</td><td></td></f<>	ax Nbr>	Thursday	From		То	
Fax? * <mus< td=""><th>st select one></th><td>☐ No</td><td></td><td>marsaay</td><td>From</td><td></td><td>То</td><td></td></mus<>	st select one>	☐ No		marsaay	From		То	
	* <must one="" select=""></must>	Yes <fax nbr=""></fax>		Friday	From		То	
A business dedicated fax number in a secure location (not accessible or visible to your clients, visitors or family while you are in session or				,	From		То	
		∐ No		Saturday	From		То	
away from the					From		То	
•	nly for this location		Yes	C I.	From		То	
inpatient setti	sively sees members ng.	in an	☐ No	Sunday	From		То	
Provider exclu	nly for this location sively sees members e of residence.		Yes No	Skilled Medical Line Interpreter Service * <must one="" select=""></must>			Yes No	
	spoken by a quali cal professional o		•					
Express Acc	ess at this location	n * Offers rou	ıtine appointments wit	thin five business day	'S	Yes	☐ No	
Public Trans	sportation *	Yes	☐ No	Wheelchair Ac	cessibility *	Yes	No	
Wheelchair A				Accessibility Deta	ails			
Parking *		Yes	☐ No	Exterior Buildi	ng <mark>*</mark>	Yes	No	
Interior Building * Yes No		Restroom*		Yes	☐ No			
Exam Room	*	Yes	☐ No	Exam Table/So	cale/Chair*	Yes	No	
Gurneys & S	Stretchers*	Yes	☐ No	Portable Lifts*		Yes	☐ No	
Radiologic I	Equipment *	Yes	☐ No	Signage & Doc	uments*	Yes	☐ No	

ADDITIONAL (NON-PRIMARY) PRACTICE LOCATION INFORMATION # 2								
Does the state for this location differ from the Primary add				ress? *		Yes	☐ No	
Identifiers				Abbreviation	Number Identifier	Issue State	Effective Date	Expiration Date
License *								
DEA (If applic	able, Eff & Expire Dat	es are required	i)	N/A		N/A		
CDS (Primary	State) (If applicable,	Eff Date & State	e are required)	N/A				
Primary Me	edicare ID (If applica	able, Eff Date is	required)	N/A		N/A		
Primary Me	edicaid ID (If applica	able, Eff Date &	State are required)	N/A				
Address *				Practice Hours		•	ticed at each lo	cation for this
City *		County *		Manday	From		То	
City		County		Monday	From		То	
Ctata *		7:n *		Tuesday	From		То	
State *		Zip *		Tuesday	From		То	
Appointme	nt Dhana *			Wednesday	From		То	
Appointme	nt Phone			vveunesuay	From		То	
General Co	mmunication	Yes <f< th=""><th>ax Nbr></th><th>Thursday</th><th>From</th><th></th><th>То</th><th></th></f<>	ax Nbr>	Thursday	From		То	
Fax? * < Mus	st select one>	☐ No		Thursday	From		То	
	* <must one="" select=""></must>	□ Vos ∠E	ax Nbr>	Friday	From		То	
	in a secure location (not accessible or visible to your clients, visitors or		ax 1101>	Triday	From		То	
or visible to yo				Saturday	From		То	
away from the	ou are in session or e office).			Saturday	From		То	
Inpatient O	nly for this location	on? *	Yes	Sunday	From		То	
Provider exclu inpatient setti	sively sees members i	in an	☐ No		From		То	
·	nly for this location	on?*		Skilled Medical Line Interpreter Service Yes				
Provider exclu	sively sees members		Yes					
•	e of residence.		∐ No	Niviust select o			∐ No	
	spoken by a quali cal professional o		•					
Express Acc	ess at this location	n * Offers ro	utine appointments wit	hin five business day	S	Yes	☐ No	
Public Trans	sportation *	Yes	☐ No	Wheelchair Ac	cessibility *	Yes	No	
Wheelchair Accessibility Details					nils			
Parking *		Yes	☐ No	Exterior Buildi	ng*	Yes	☐ No	
Interior Bui	lding *	Yes	☐ No	Restroom*		Yes	☐ No	
Exam Room	*	Yes	☐ No	Exam Table/Sc	ale/Chair*	Yes	No	
Gurneys &	Stretchers*	Yes	☐ No	Portable Lifts*		Yes	No	
Radiologic I	Equipment *	Yes	□No	Signage & Doc	uments*	Yes	□No	

ADDITIONAL (NON-PRIMARY) PRACTICE LOCATION INFORMATION # 3								
Does the state for this location differ from the Primary add				ress? *		Yes	No	
Identifiers				Abbreviation	Number Identifier	Issue State	Effective Date	Expiration Date
License *								
DEA (If applic	able, Eff & Expire Dat	es are required	d)	N/A		N/A		
CDS (Primary	State) (If applicable,	Eff Date & State	e are required)	N/A				
Primary Me	dicare ID (If applica	able, Eff Date is	required)	N/A		N/A		
Primary Me	dicaid ID (If applica	ble, Eff Date &	State are required)	N/A				
Address *				Practice Hours provider. Do not a			ticed at each lo	cation for this
City *		County *		Monday	From		То	
City		County		Ivioliday	From		То	
State *		Zip *		Tuesday	From		То	
State				Tuesday	From		То	
Appointme	nt Phone *			Wednesday	From		То	
Арроппппс	iit i iioiic			vvcuncsuay	From		То	
	mmunication	Yes <f< th=""><th>ax Nbr></th><th>Thursday</th><th>From</th><th></th><th>То</th><th></th></f<>	ax Nbr>	Thursday	From		То	
Fax? * <mus< th=""><th>st select one></th><th>☐ No</th><th></th><th>marsaay</th><th>From</th><th></th><th>То</th><th></th></mus<>	st select one>	☐ No		marsaay	From		То	
Secure Fax * <must one="" select=""> A business dedicated fax number Yes <fax< th=""><th>ax Nbr></th><th>Friday</th><th>From</th><th></th><th>То</th><th></th></fax<></must>		ax Nbr>	Friday	From		То		
	ation (not accessible			,	From		То	
	or visible to your clients, visitors or family while you are in session or			Saturday	From		То	
away from the				Saturday	From		То	
•	nly for this location		Yes	Sunday	From		То	
Provider exclu inpatient setti	sively sees members ing.	in an	No		From		То	
·	nly for this location	n?*	Yes	Skilled Medical Line Interpreter Service Yes				
	sively sees members	in the	□ No	* <must one="" select=""></must>				
•	e of residence. spoken by a quali	fied medical						
	cal professional o		•					
Express Acc	ess at this location	on * Offers ro	utine appointments wit	thin five business day	S	Yes	☐ No	
Public Trans	sportation *	Yes	☐ No	Wheelchair Ac	cessibility *	Yes	☐ No	
Wheelchair Accessibility Details					nils			
Parking *		Yes	☐ No	Exterior Buildin	ng*	Yes	☐ No	
Interior Bui	lding *	Yes	☐ No	Restroom*		Yes	No	
Exam Room	*	Yes	No	Exam Table/Sc	ale/Chair*	Yes	No	
Gurneys & S	Stretchers*	Yes	☐ No	Portable Lifts*		Yes	☐ No	
Radiologic I	Equipment *	Yes	□No	Signage & Doc	uments*	Yes	No	

ADDITIONAL (NON-PRIMARY) PRACTICE LOCATION INFORMATION # 4								
Does the state for this location differ from the Primary add				ress? *		Yes	☐ No	
Identifiers				Abbreviation	Number Identifier	Issue State	Effective Date	Expiration Date
License *								
DEA (If applic	able, Eff & Expire Dat	es are required	1)	N/A		N/A		
CDS (Primary	State) (If applicable,	Eff Date & State	e are required)	N/A				
Primary Me	edicare ID (If applica	able, Eff Date is	required)	N/A		N/A		
Primary Me	edicaid ID (If applica	ble, Eff Date &	State are required)	N/A				
Address *				Practice Hours provider. Do not a			ticed at each lo	cation for this
City *		County *		Monday	From		То	
City		County		Ivioliday	From		То	
State *		Zip *		Tuesday	From		То	
State				Tuesday	From		То	
Appointme	nt Phone *			Wednesday	From		То	
Арроппппс	ile i ilone			vvcuncsuay	From		То	
	mmunication	Yes <f< th=""><th>ax Nbr></th><th>Thursday</th><th>From</th><th></th><th>То</th><th></th></f<>	ax Nbr>	Thursday	From		То	
Fax? * <mus< th=""><th>st select one></th><th>☐ No</th><th></th><th>marsaay</th><th>From</th><th></th><th>То</th><th></th></mus<>	st select one>	☐ No		marsaay	From		То	
Secure Fax * <must one="" select=""> A business dedicated fax number Yes <fax< th=""><th>ax Nbr></th><th>Friday</th><th>From</th><th></th><th>То</th><th></th></fax<></must>		ax Nbr>	Friday	From		То		
	ation (not accessible				From		То	
	or visible to your clients, visitors or family while you are in session or			Saturday	From		То	
away from the				Saturday	From		То	
•	nly for this location		Yes		From		То	
Provider exclu inpatient setti	sively sees members ing.	in an	☐ No	Sunday	From		To	
·	nly for this location	n?*	Yes					
	sively sees members	in the	□ No	Skilled Medical Line Interpreter Service * <must one="" select=""> Yes No</must>				
•	e of residence	C						
	spoken by a quali cal professional o		•					
Express Acc	ess at this location	n * Offers ro	utine appointments wit	hin five business day	S	Yes	☐ No	
Public Trans	sportation *	Yes	☐ No	Wheelchair Ac	cessibility *	Yes	No	
Wheelchair Accessibility Details								
Parking *		Yes	No	Exterior Buildin	ng*	Yes	☐ No	
Interior Bui	lding *	Yes	☐ No	Restroom*		Yes	☐ No	
Exam Room	*	Yes	☐ No	Exam Table/Sc	ale/Chair*	Yes	☐ No	
Gurneys & S	Stretchers*	Yes	☐ No	Portable Lifts*		Yes	☐ No	
Radiologic I	Equipment *	Yes	□No	Signage & Doc	uments*	Yes	No	

ADDITIONAL (NON-PRIMARY) PRACTICE LOCATION INFORMATION # 5								
Does the state for this location differ from the Primary add				ress? *		Yes	No	
Identifiers				Abbreviation	Number Identifier	Issue State	Effective Date	Expiration Date
License *								
DEA (If applic	able, Eff & Expire Dat	es are required	1)	N/A		N/A		
CDS (Primary	State) (If applicable,	Eff Date & State	e are required)	N/A				
Primary Me	dicare ID (If applica	able, Eff Date is	required)	N/A		N/A		
Primary Me	dicaid ID (If applica	ble, Eff Date &	State are required)	N/A				
Address *				Practice Hours provider. Do not a			iced at each lo	cation for this
City *		County *		Monday	From		То	
City		County		Ivioliday	From		То	
State *		Zip *		Tuesday	From		То	
State				Tuesday	From		То	
Appointme	nt Phone *			Wednesday	From		То	
Арроппппс	iit i iioiic			vvcuncsuay	From		То	
	mmunication	Yes <f< th=""><th>ax Nbr></th><th>Thursday</th><th>From</th><th></th><th>То</th><th></th></f<>	ax Nbr>	Thursday	From		То	
Fax? * <mus< th=""><th>st select one></th><th>☐ No</th><th></th><th>marsaay</th><th>From</th><th></th><th>То</th><th></th></mus<>	st select one>	☐ No		marsaay	From		То	
	* <must one="" select=""></must>			Friday	From		То	
	ation (not accessible		ax Nbr>	,	From		То	
	our clients, visitors or ou are in session or	∐ No		Saturday	From		То	
away from the				Saturday	From		То	
•	nly for this location		Yes		From		То	
Provider exclu inpatient setti	sively sees members ing.	in an	No	Sunday	From		То	
·	nly for this location	n?*	Yes					
	sively sees members	in the	□ No	Skilled Medical Line Interpreter Service * <must one="" select=""> Yes No</must>				
•	e of residence	C :ll:l						
	spoken by a qualical professional o		•					
Express Acc	ess at this location	n * Offers ro	utine appointments wit	thin five business day	S	Yes	☐ No	
Public Trans	sportation *	Yes	☐ No	Wheelchair Ac	cessibility *	Yes	No	
Wheelchair Accessibility Details								
Parking *		Yes	☐ No	Exterior Buildin	ng*	Yes	☐ No	
Interior Bui	lding *	Yes	☐ No	Restroom*		Yes	☐ No	
Exam Room	*	Yes	☐ No	Exam Table/Sc	ale/Chair*	Yes	☐ No	
Gurneys & S	Stretchers*	Yes	☐ No	Portable Lifts*		Yes	☐ No	
Radiologic I	Equipment *	Yes	□No	Signage & Doc	uments*	Yes	□No	

3. CHANGE EXISTING TAX ID TO A NEW TA	X ID - At least one selection is Required *
Requested Change(s)	Tax ID Name Only (Line 1 of W9)
nequested change(s)	Old Check Name
	New Check Name
	Tax ID Number Only
	Old Number
	New Number
	Both Check Name and Number Only
	Old Check Name
	New Check Name
	Old Number
	New Number
Tax ID Owner Name as Registered with IRS *	
New Tax ID Effective Date*	
List any locations at which you are no longer practicing: (street address line 1 is sufficient)	
Attach completed/signed & dated SUBSTITUTE FORM	л л W-9 below - (Required) *
4. INACTIVATE AN EXISTING TAX ID * Req	uired if section is applicable
Tax ID Number(s) under which you are no longer	(1) Tax ID *
practicing:	a. Reason *
Note: At least one active Tax ID must remain	b. Effective Date *
associated with your Individual Agreement.	(2) Tax ID *
If you wish to terminate your network participation,	a. Reason *
please refer to your Network Manual and Agreement for requirements.	b. Effective Date *

UnitedHealthcare Community Plan ("UHCCP") for Behavioral health Services

Authorization and Release

I understand and acknowledge that I am changing information related to my participation status with UHCCP and that I am responsible for providing all information reasonably requested by UHCCP.

I hereby certify that all information contained in this change application and all its attachments is accurate, true and complete. I understand that I retain the right to review any information submitted to UHCCP in support of my application.

I understand that it is my responsibility to promptly notify UHCCP of any changes or additions to the information contained in the application and that all the information provided during the application process is subject to UHCCP's investigation and review. I understand and agree that if any information contained in this application is determined to be false or constitutes a material misstatement, my application may be denied or my participation status may be involuntarily terminated. I understand that in the event that my application is denied or my participation status is terminated involuntarily, UHCCP may be required to submit a report to the National Practitioner Data Bank and to state licensing authorities.

I understand I have the right to review and correct erroneous information obtained by UHCCP to evaluate my application. This does not include references, recommendations, or other peer-review protected information. The review must take place within 6 months of this application and corrections must be made in writing, within 30 days of the review.

By changing information related to my participation status, I hereby authorize UHCCP, its affiliates and successors, to obtain any information that may be relevant to an evaluation of my professional qualifications, ability, and character to practice medicine, including information about disciplinary actions or other confidential or privileged information, and other credentials. I hereby authorize all individuals, institutions and entities with which I have been or am now associated, including but not limited to, educational institutions, hospitals, clinics and health plans, professional liability carriers, licensing boards, specialty boards, professional societies, government agencies, and any other pertinent sources, to provide any relevant information requested by UHCCP or its representatives. I also consent to the inspection by representatives of UHCCP of all facilities and/or documents that may be material to my request for participation status with UHCCP.

I hereby release from liability all individuals, institutions and entities and their respective agents from liability for all acts performed in good faith and without malice in connection with the investigation and review of this application, my participation status with UHCCP and the release and exchange of information by such individuals, institutions and entities. This release shall be in addition to any other applicable immunity provided by state and federal law. UHCCP is bound by all state and federal confidentiality laws.

I understand and agree that the authorization and release given by me is irrevocable as long as I am a participating clinician with UHCCP. This authorization to obtain confidential information about me remains in effect until I notify UHCCP otherwise, in writing, except as otherwise provided under state law.

I further acknowledge that I have read and understand this Authorization and Release.

By signing this attestation I acknowledge that I have hospital admitting privileges in good standing, if applicable, and that I carry professional liability insurance coverage of at least \$1,000,000/\$3,000,000 as a physician or \$1,000,000/\$1,000,000 as a non-physician clinician.

I warrant that I have the authority to sign this application, on my own behalf, and on behalf of any entity or organization for which I am signing in a representative capacity. I understand that if this application is accepted by UHCCP, I will be bound by the terms of the Agreement, of which this application is a part. I have read and understand the terms of the Agreement, and agree to be bound by them, and accept the published rates for my level of licensure.

A copy of this document shall have the same effect as the original.

Printed Name of Applicant *:	
Original Signature of Applicant *:	

6. SUBSTITUTE FORM W-9

IMPORTANT TAX DOCUMENT - SUBSTITUTE FORM W-9 Request for Taxpayer Identification Number

As part of the contracting process, we are requesting that you complete this Substitute Form W-9. We are required by law to obtain this information from you when making a reportable payment to you. If you do not provide us with this information, your payments may be subject to federal income tax backup withholding. Also, if you do not provide us with this information, you may be subject to a penalty imposed by the Internal Revenue Service under Section 6723 of the Internal Revenue Code.

This information must be consistent with the data provided in Section 1 & 2 above.

1.	Taxpayer Name*	
	(To whom the check is payable)	(A legal entity name if a corporation or partnership)
C	ooing Business as: (A division name if a corporation or the nathebusiness if a sole proprietor)	DBAme of
2.	Taxpayer Address*	
3.	Taxpayer Identification Number*	
	a. Corporation	(List employer identification number)
	b. Partnership	(List employer identification number)
	c. Sole Proprietorship	(List social security number or employer identification number)
	d. Tax Exempt Entity	(List employer identification number)
	e. Other – Please Explain	
4.	Effective Date of Taxpayer Name & TIN* with the IRS	
5.	Form Completed By*	
		(Print name)
6.	Signature*	(Signature)
7.	Today's Date*	
8.	Daytime Phone Number*	

PLEASE NOTE: INFORMATION REPORTED ON LINES 1-3 ABOVE MUST BE CONSISTENT WITH DATA ON FILE WITH THE IRS AND SOCIAL SECURITY ADMINISTRATION.

7. ATTESTATION * All Items Below Required				
Submitted By (Full Name)*				
Title*				
Contact Phone*				
Contact Email*				
Signature*				
The clinician or clinician representative certifies that all information provided on this form is true and correct to the best of their knowledge and that it is free of any significant misstatements, misrepresentations or omissions.				