

Checklist for Provider/Practice Changes

If you have any changes in your practice here's what you need to do to make sure your participation in the Scripps ACO is not affected. In order to avoid interruption of service or impacting our members, please complete this checklist 30 days prior to any changes.

Any change to your practice, including but not limited to:

- Demographic changes (i.e., change in phone number or address)
- Addition of a new provider
- Removal of a provider
- Changes to your practice or a provider's TIN

For all ACO Providers please send an email with any changes to the following two departments:

- Scripps ACO: ScrippsACO@scrippshealth.org
- Scripps Credentialing: Credentialing@scrippshealth.org

If you are a Qualcomm Premier Network Provider:

- If you have an Optum ID you can update your practice at the following UHC link: <https://www.uhcprovider.com/en/demographics-profiles-attestation/link-my-practice-profile.html>
- If you do not have an Optum ID or access to My Practice Profile and need Demographic Changes or Provider Adds/Terms-
 - Visit UHC online at <https://www.uhcprovider.com/en/search-results.html?q=demographic>
 - Send an email to uhc_dataattestation@uhc.com
 - Call **877-842-3210** and say "health care professional services," and then say "demographic changes."

If you are a Medicare Shared Savings Provider:

- Submit any changes to The Provider Enrollment, Chain and Ownership System (PECOS) the electronic Medicare enrollment system at <https://pecos.cms.hhs.gov>
- For additional information on PECOS: <https://pecos.cms.hhs.gov/pecos/help-main/faq.jsp>

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