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## Subject: Provider/Practice Change Requirements

**Action Required:** Providers with any practice changes are required to follow instructions below depending on your ACO product participation.

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

**All ACO Providers:** Please report any changes to your region's practice outreach manager:

- North of SR52 - Stacy Pevney at [pevney.stacy@scrippshealth.org](mailto:pevney.stacy@scrippshealth.org) or 858-537-7910
- South of SR52 - Eydie Strouse at [strouse.eydie@scrippshealth.org](mailto:strouse.eydie@scrippshealth.org) or 619-279-9868

**Qualcomm Premier Network Providers:** If you have recent practice changes, please follow the steps below. A friendly reminder UHC requires attestation every 120 days.

- Go to [UHCprovider.com](http://UHCprovider.com) and click **Sign In** at the top right corner to access the UnitedHealthcare Provider Portal
- Sign in to the **One Healthcare ID** page using your existing ID and password
- On your dashboard, go to **Practice Management** and open **My Practice Profile**

If your demographic information does not appear for your practice, you can:

- Go to <https://www.uhcprovider.com/content/dam/provider/docs/public/resources/link/Demographic-Change-Request-From.pdf> to access the Care Provider Demographic Information Form and email to [hpdemo@uhc.com](mailto:hpdemo@uhc.com)
- Call 877-842-3210 and say, "health care professional services," then "demographic changes"

**Medicare Shared Savings Providers:**

- 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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