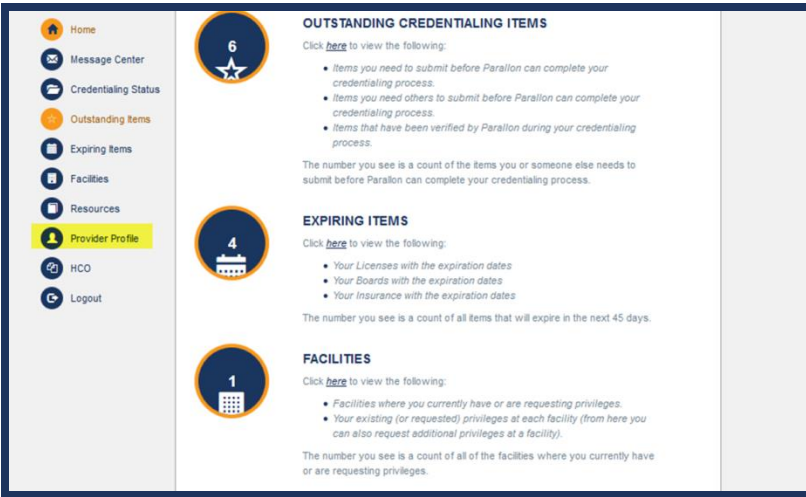


## Provider Profile – Provider Date of Birth Change

The **Provider Profile** page allows you to make changes to your date of birth.



**Home**  
 Message Center  
 Credentialing Status  
 Outstanding Items  
 Expiring Items  
 Facilities  
 Resources  
**Provider Profile**  
 HCO  
 Logout

**OUTSTANDING CREDENTIALING ITEMS**  
 Click [here](#) to view the following:

- Items you need to submit before Parallon can complete your credentialing process.
- Items you need others to submit before Parallon can complete your credentialing process.
- Items that have been verified by Parallon during your credentialing process.

The number you see is a count of the items you or someone else needs to submit before Parallon can complete your credentialing process.

**EXPIRING ITEMS**  
 Click [here](#) to view the following:

- Your Licenses with the expiration dates
- Your Boards with the expiration dates
- Your Insurance with the expiration dates

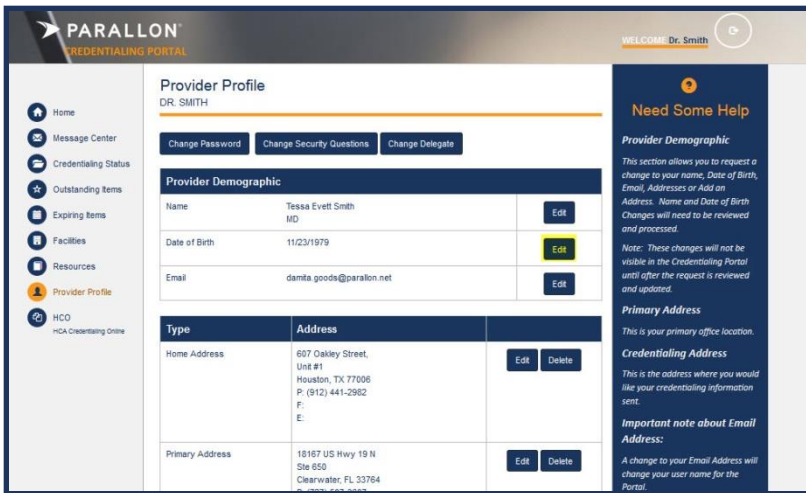
The number you see is a count of all items that will expire in the next 45 days.

**FACILITIES**  
 Click [here](#) to view the following:

- Facilities where you currently have or are requesting privileges.
- Your existing (or requested) privileges at each facility (from here you can also request additional privileges at a facility).

The number you see is a count of all of the facilities where you currently have or are requesting privileges.

- To change the Date of Birth, click **Edit** next to **Date of Birth**.



**PARALLON**  
 CREDENTIALING PORTAL

WELCOME Dr. Smith

**Provider Profile**  
 DR. SMITH

Change Password | Change Security Questions | Change Delegate

**Provider Demographic**

Name	Tessa Evett Smith MD	<a href="#">Edit</a>
Date of Birth	11/23/1979	<a href="#">Edit</a>
Email	damita.goods@parallon.net	<a href="#">Edit</a>

**Primary Address**

Type	Address	
Home Address	607 Oakley Street, Unit #1 Houston, TX 77006 P: (812) 441-2962 F: E:	<a href="#">Edit</a> <a href="#">Delete</a>
Primary Address	18167 US Hwy 19 N Site 650 Clearwater, FL 33764 P: (813) 462-3333	<a href="#">Edit</a> <a href="#">Delete</a>

**Need Some Help**

**Provider Demographic**  
 This section allows you to request a change to your name, Date of Birth, Email, Address or Add In Address. Name and Date of Birth Changes will need to be reviewed and processed.  
 Note: These changes will not be visible in the Credentialing Portal until after the request is reviewed and updated.

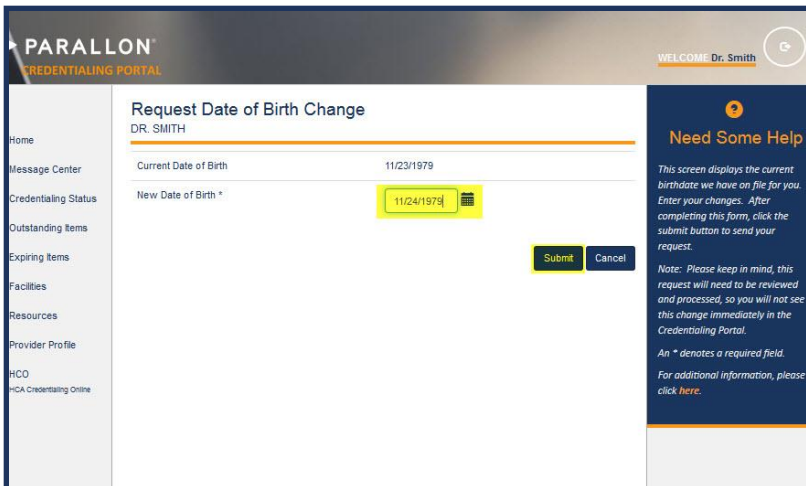
**Primary Address**  
 This is your primary office location.

**Credentialing Address**  
 This is the address where you would like your credentialing information sent.

**Important note about Email Address:**  
 A change to your Email Address will change your user name for the Portal.

- Enter **New Date of Birth**.
- Click **Submit**.

**Note:** The request will route to the MSO queue for processing.




**PARALLON**  
 CREDENTIALING PORTAL

WELCOME Dr. Smith

**Request Date of Birth Change**  
 DR. SMITH

Current Date of Birth: 11/23/1979

New Date of Birth \*  

[Submit](#) [Cancel](#)

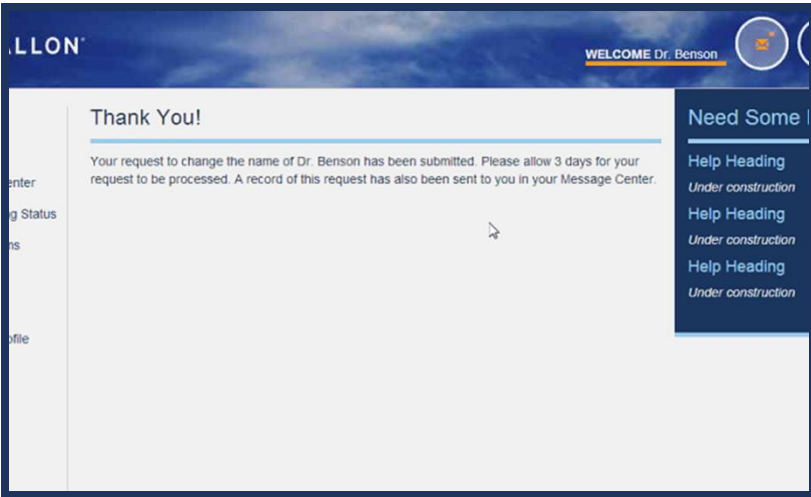
**Need Some Help**

This screen displays the current birthdate we have on file for you. Enter your changes. After completing this form, click the submit button to send your request.

Note: Please keep in mind, this request will need to be reviewed and processed, so you will not see this change immediately in the Credentialing Portal.

An \* denotes a required field.  
 For additional information, please click [here](#).

### Provider Profile – Provider Date of Birth Change



The **Confirmation page** appears advising the request has been submitted. A copy of the message will also be sent to the Provider’s Message Center.