Provider Profile – Provider Address Changes

The Provider Profile page allows you to make changes to your provider address changes.

Change Address
The original address screen shows what is available in the credentialing system. You may request a change to update any of the data.

1. To request a change, click the Edit icon, next to the address type (primary, home or credentialing) you wish to change.

2. If you no longer need an address, you can delete it by clicking on the Delete icon.

3. Enter the corrected address information.

4. Click Submit.

Note: After the change is made or the address is deleted, the request will be routed to the Medical Staff Office for processing.
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1. Clicking the Add Address icon takes you to the Provider Address page.

2. Enter the new address information.

3. Click Submit.

Note: The request will be routed to the MSO queue for processing.