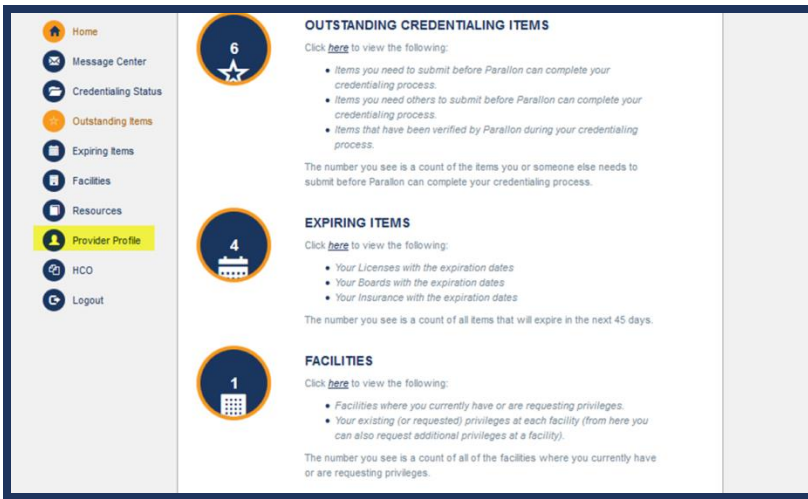


Provider Profile – Provider Address Changes

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



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:

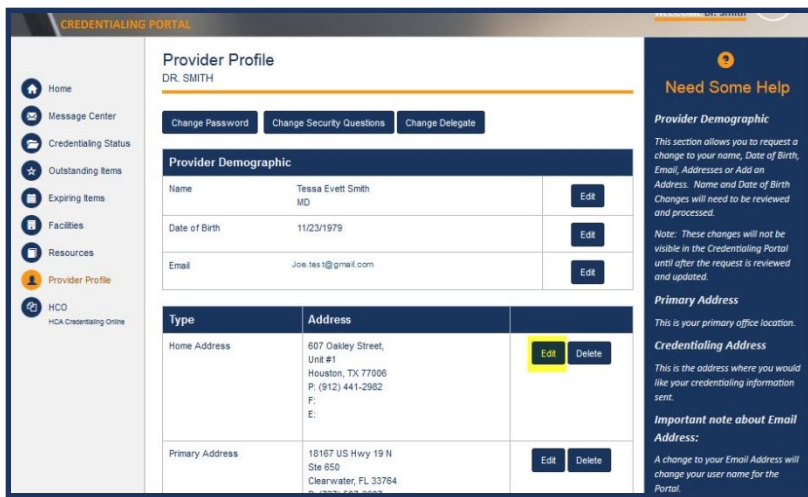
- Facilities where you currently have or are requesting privileges.
- Your existing (or requested) privileges at each facility (from here you can also request additional privileges at a facility).

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

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.



Provider Profile
DR. SMITH

Change Password | Change Security Questions | Change Delegate

Provider Demographic

Name	Tessa Everett Smith MD	Edit
Date of Birth	11/23/1979	Edit
Email	Joe.tes1@gmail.com	Edit

Primary Address
This is your primary office location.

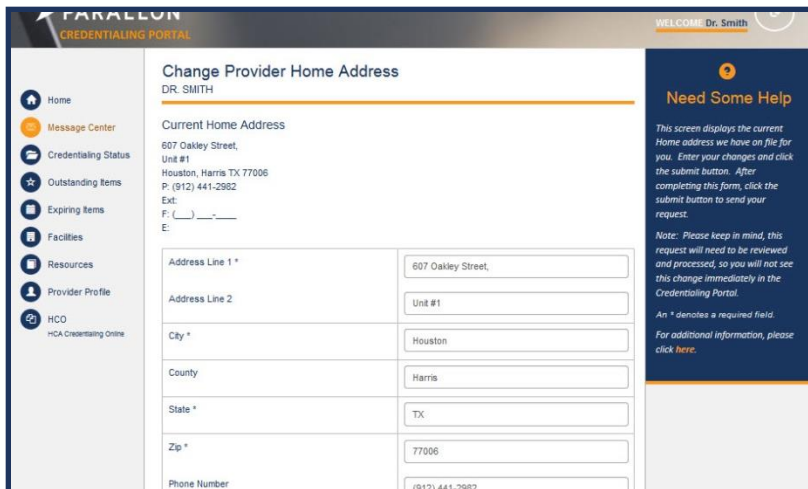
Type	Address	
Home Address	607 Oakley Street, Unit #1 Houston, TX 77006 P: (912) 441-2982 F: E:	Edit Delete
Primary Address	18167 US Hwy 19 N Ste 650 Clearwater, FL 33764 P: (912) 441-2982	Edit Delete

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.

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.



Change Provider Home Address
DR. SMITH

Current Home Address
607 Oakley Street,
Unit #1
Houston, Harris TX 77006
P: (912) 441-2982
Ext:
F: () - -
E:

Address Line 1 *
Address Line 2
City *
County
State *
Zip *
Phone Number

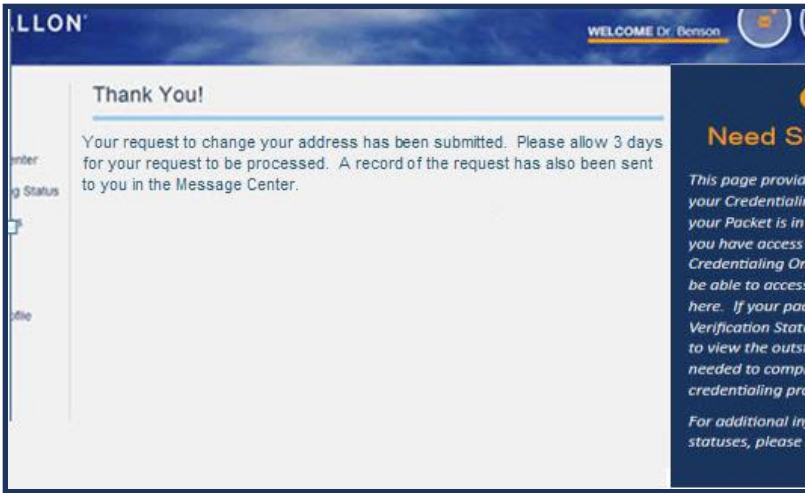
This screen displays the current Home address we have on file for you. Enter your changes and click the submit button. After completing this form, click the submit button to send your request.

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.

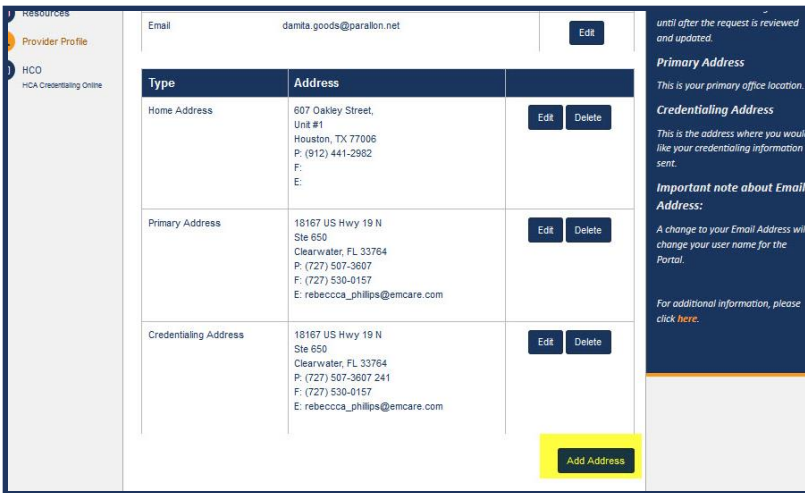
*An * denotes a required field. For additional information, please click [here](#).*

Provider Profile – Provider Address Changes

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



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.

