

Individual Provider Record Update



Please use this form to make corrections, additions, or deletions to your current provider file information. If you are a HOSPITAL BASED PROVIDER please contact the Provider Maintenance Department to make changes to your information. Please use one form per update. **Fields in BOLD are required.**

Contact person	Contact phone no.
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PROVIDER'S INFORMATION

Last name	First name	MI	Provider title
Address (street and P.O., if applicable)		City	State
			ZIP code
Provider's Empire ID no(s).	NPI no.	Tax ID no.	
Social security no.	License no.	Primary specialty	

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS

- I am moving and my current office location should be made inactive. The address listed below in the new location section will be added.
- I am adding a new site location. Please leave my current address(s) on file and add the address listed below in the new location section.
- Please update my current profile on www.empireblue.com and in the printed directories with the information provided below in the new location section.
- Please make the current address above inactive. I understand that this will remove my information from www.empireblue.com and the printed directories.

NEW LOCATION

Last name	First name	MI	Effective date of change
Service address (street and P.O., if applicable)		City	State
			ZIP code
Billing address (street and P.O., if applicable)		City	State
			ZIP code
Tax ID no.	NPI no.	Scheduling phone no.	Fax no.

Comments

OFFICE HOURS (REQUIRED TO BE COMPLETED BY PCP'S AND OB/GYN PROVIDERS ONLY)

Hours of availability to see patients in primary office (PCP & OB/GYN must have a minimum Of 16 office hours/week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

PLEASE STOP AND REVIEW ALL INFORMATION TO ENSURE THAT THIS IS ACCURATE AND COMPLETE.

Office manager signature	Date
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PLEASE ALLOW 20 BUSINESS DAYS FOR UPDATES TO BE COMPLETED.

Please fax completed forms to: 518-367-3103
OR
Mail to: Attn Provider Registry
Empire BlueCross BlueShield
P.O. Box 3519
Church Street Station
New York, NY 10008-3519