

Providers Must Use Updated Provider Information Change Form

Information posted July 1, 2016

TMHP has updated the Provider Information Change (PIC) form to include the Healthy Texas Women (HTW) program. All providers must use this revised form beginning July 1, 2016.

The revised PIC form is available on the [TMHP Forms for Medicaid Providers page](#).

Reminder: Maintenance of Provider Information

Within 10 calendar days of occurrence, providers must report changes in address (physical location or accounting), telephone number, name, federal tax ID, and any other information that pertains to the structure of the provider's organization (for example, performing providers).

Changes in address, office telephone or fax number, and email address should be updated online using the Online Provider Lookup (OPL) update page. Alternately, providers may update their address information using the PIC Form referenced above, which is available on the TMHP website.

A W9 is required if the provider is changing the mailing address. A copy of the Medicare approval letter listing the additional location or site must be submitted when adding alternate physical addresses.

If the physical address is not within the same Medicare locality and Medicare has issued a new Medicare number, the provider must complete and submit a Texas Medicaid Provider Enrollment Application in order to enroll the new location.

For more information, call the TMHP Contact Center at 1-800-925-9126.