

**PROVIDER GROUP INFORMATION UPDATE**

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**Effective Date:** \_\_\_\_\_

Update existing, adding additional location

Terminating existing, adding new location

**Practice Location Information**

Primary Practice Location/Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Service NPI: \_\_\_\_\_ TIN: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Office Hours: \_\_\_\_\_

Office Manager Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Billing Address Information**

Billing Location/ Payee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Billing NPI: \_\_\_\_\_ TIN: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Tax Address Information Changing YES/NO (If yes, please attach updated W9)**

Tax Location/Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

TIN: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Providers Practicing at this Location: Attach a roster for additional providers**

Provider Name	Degree	Specialty	Provider NPI	Accepting New Patients? Y/N	Provider's Primary Location? Y/N	Hours working at this location? >20, <20, Rarely