

PROVIDER UPDATE / CHANGE FORM



This form should be used when changing a practitioner, location, phone or fax number, billing or email address, and office hours. Please email or mail to CCHP.

- Email to: cchp-providerupdates@chw.org
- Mail to: CCHP Provider Relations
P.O. Box 1997, MS 6280
Milwaukee, WI 53201-1997
- Changes in a tax ID number or Group name require you to submit a W-9 form or IRS letter (SS4 or 147C). Please email those changes to: cchp-contracting@chw.org. (To email, file size not to exceed 4MB & types accepted: .doc; .docx; .rtf; .xls; .pdf.)

Effective date of change: _____

Type of Update

- Group
- Practitioner

Type of change(s):

- Practitioner's Name
- Add Practice Location
- Term Practice Location
- Billing
- Other

SECTION 1: OLD INFORMATION (Note: Changes for practitioners and/or providers contracted with a group must be submitted by the group.)

Click here to enter text.

NAME OF PRACTITIONER / GROUP (INCLUDE LEGAL NAME DOING BUSINESS AS)

Click here to enter text.		
FEDERAL TAX ID NUMBER	GROUP NPI	INDIVIDUAL NPI

PRACTICE LOCATION

STREET ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	FAX NUMBER		

BILLING ADDRESS

ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	FAX NUMBER		

SECTION 2: NEW INFORMATION (Only complete fields that has changed.)

NAME OF ORGANIZATION (INCLUDE LEGAL NAME DOING BUSINESS AS)

PRACTICE LOCATION

STREET ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	FAX NUMBER		

BILLING ADDRESS

ADDRESS	CITY	STATE	ZIP
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PHONE NUMBER	FAX NUMBER
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SECTION 3: HOURS OF OPERATION (EXAMPLE: 8 a.m.)
(List all days & hours your practice is open, i.e., M 8 am-5 pm; Tu 10 am- 5 pm; W 9am – 5 pm)

SECTION 4: PERSON COMPLETING FORM

NAME OF ORGANIZATION YOU REPRESENT	TITLE		
STREET ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	EMAIL ADDRESS		

**SECTION 5: ROSTER OF PRACTITIONERS / PROVIDERS PRACTICING WITH GROUP
(ATTACH SEPARATE ROSTER SHEET)**

COMMENTS:



PO Box 1997, MS 6280
Milwaukee, WI 53201-1997

childrenscommunityhealthplan.org

Children's Community Health Plan is an HMO for BadgerCare Plus eligible children and adults living in Brown, Calumet, Kenosha, Milwaukee, Outagamie, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha, Waupaca, and Winnebago counties. A member of Children's Hospital and Health System.
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