
Provider Memo

To:	IMHS Network Providers and Office Managers
From:	IMHS Provider Relations
Date:	12/15/08
Re:	Notification required for all demographic changes

Dear IMHS Network Providers and Office Managers:

We want to remind you that you are required to notify IMHS within ten (10) business days when you experience a change in any of the following:

- Office Address Change
- Financial Address Change
- Phone Number Change
- Tax ID Number Change

If you are participating under a Group Contract, please also note that:

Providers who resign from a Group must notify IMHS within ten (10) business days of the change. In order to remain a participating provider for IMHS, a new contract must be executed as soon as possible to avoid any possible disruption of care.

If you have any questions, please contact your Provider Relations Specialist at 866.218.8263.