



## Provider Memo

<b>To:</b>	Cenpatico Network Providers and Office Managers
<b>From:</b>	Cenpatico Provider Relations
<b>Date:</b>	2/1/09
<b>Re:</b>	Notification required for all demographic changes

Dear Cenpatico Network Providers and Office Managers:

We want to remind you that you are required to notify Cenpatico 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 Cenpatico within ten (10) business days of the change. In order to remain a participating provider for Cenpatico, 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 (317) 684-1482 X-20268**