



Provider Memo

To:	Cenpatico Network Providers and Office Managers
From:	Cenpatico Provider Relations
Date:	12/1/08
Re:	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.

Have Additional Questions?

If you have further questions, please contact Debra Burnham or Jeanie Kimball for additional assistance.

Thank you for being a part of the Cenpatico network.

Happy Holidays~

Debra Whited Burnham

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