Reminder to Update Demographic Information

Effective Date: Immediately

Health Plan(s) Affected: Priority Partners, Advantage MD, Employer Health Programs (EHP) and US Family Health Plan (USFHP)

Type of Change: Process

Explanation of Change:
If there are any demographic changes for your practice or facility, you are required to notify the Johns Hopkins Health Plans Provider Maintenance department 30 days prior to the change via:

- Your Delegated Roster
- Provider Information Update Form (To be used if you do not have a delegated credentialing agreement)

Please also be sure to include any changes in panel status (accepting new patients or not) as we want to ensure we are reflecting correct access information for our members. In addition, please confirm email addresses, as Johns Hopkins Health Plans communicates provider notices via email.

- **Delegated Rosters**: Follow the established process for submitting notification of any provider changes and confirm if the provider is accepting new patients or not.
- **Digital Submission of the Provider Information Update Form** (*preferred*): Submit the Online Digital Provider Information Update Form directly from the Johns Hopkins Health Plans website.
- **Email Submission**: Fill out the Provider Information Update Form* and email it to ProviderChanges@jhhp.org. This mailbox is monitored daily to collect and process all provider changes.
- **Fax Submission**: Use this method **only** if you are using a Social Security Number in place of a Tax ID. Complete the Provider Information Update Form* and fax to 410-762-5302 to ensure identity protection. Do not send digitally or by email.

*This form is located on HopkinsHealthPlans.org under "For Providers" and then under the Forms section of the "Resources and Guidelines" page.

NOTE: Please submit W-9 requests to w9requests@jhhp.org.

Please call Provider Relations at 888-895-4998 with any questions about the provider changes reporting process.