



Network Notification

Date: June 6, 2011

Number: OH-P-2011-32

To: Ohio Providers

From: CareSource

Subject: Requesting a Contract and Updating Provider Information Changes

Our goal is to make it easier for providers to request a new contract and update their information when doing business with CareSource.

Provider Information Change

Advance written notice of status changes, such as a change in address, phone, or adding or deleting a provider to your practice helps us keep our records current and are critical for claims processing.

Timeline of Changes:

Type of Change	Minimum Notice Required
New providers or deleting providers*	Immediate
Phone number change	10 calendar days
Address change	60 calendar days
Providers leave the practice	60 calendar days
Change in capacity to accept members	60 calendar days

Why is this Important?

This information is critical to process your claims. In addition, it ensures our directories are up-to-date, and reduces unnecessary calls to your practice. This information is also reportable to Medicaid and Medicare.

How to Submit Changes to CareSource:

- **Email:** providermaintenance@caresource.com
- **Fax:** 937-396-3076
- **Mail:** CareSource
PO Box 8738
Dayton, OH 45401-8738
Attn: Provider Maintenance

Request a Contract with CareSource

Providers who would like to set up a new contract with CareSource should send a completed [New Contract Provider Information Form](#) and a copy of your W-9:

- **Email:** newcontract@caresource.com
- **Fax:** 937-396-3290
- **Mail:** CareSource
PO Box 8738
Dayton, OH 45401-8738
Attn: New Contract