

**Request for a Change of Primary Care Provider (PCP) or Address Update**

Member Name: \_\_\_\_\_ Member Birth Date: \_\_\_\_\_

Member Address \_\_\_\_\_ Member ID #: \_\_\_\_\_

Member City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Member Phone: \_\_\_\_\_ Member Email: \_\_\_\_\_

☐ This is an updated member address/phone/email.

Current PCP Name: \_\_\_\_\_ NPI# \_\_\_\_\_

Current PCP Address: \_\_\_\_\_

Reason for change (check one):

☐ Member moved out of PCP service area

☐ Patient Already Established

☐ PCP retired

☐ PCP left location

☐ PCP moved out of service area

☐ PCP deceased (died)

☐ Other (please explain) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New PCP Name: \_\_\_\_\_ NPI# \_\_\_\_\_

New PCP Address: \_\_\_\_\_

New PCP City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Please fax this completed form to 844-386-9286

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Phone Numbers: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Note:**

- **Member Signature Required**
- **Address of record not formally changed until Kancare Clearinghouse processes change. The quickest way to change a member address is to contact the Kancare Clearinghouse Call Center at 1-800-792-4884. Address changes can be submitted by provider or member.**
- **Fax number 866-888-1129 cannot be used after 5/22/2020. Please use 844-386-9286 for all faxes.**