

Updated Provider Information Change Form Now Available

Information posted August 28, 2018

Note: *Texas Medicaid managed care organizations (MCOs) must provide all medically necessary, Medicaid-covered services to eligible clients. Administrative procedures such as prior authorization, pre-certification, referrals, and claims/encounter data filing may differ from traditional Medicaid (fee-for-service) and from MCO to MCO. Providers should contact the client's specific MCO for details.*

The Provider Information Change (PIC) Form has been updated with new instructions. The updated PIC Form Instructions specify the following:

- Only one form can be submitted for each change to enrollment information on file with TMHP.
- Federal Tax Identification Number (TIN) changes for individual practitioner providers must only be made by the individual to whom the number is assigned.
- Performing provider address changes are limited to addresses that are associated with the group and currently on file with TMHP.
- Providers cannot render or submit claims for services at a new practice location until it has been approved and added to the enrollment record.

Note: *Providers are encouraged to check the Provider Information Management System (PIMS) for verification that the practice location has been approved prior to rendering or submitting claims for services.*

The updated [PIC Form](#) is available on the TMHP Forms for Medicaid Providers webpage.

The updated PIC form has an effective date of August 24, 2018. TMHP will accept previous versions of the PIC Form through September 30, 2018. Effective October 1, 2018, TMHP will only accept the new PIC Form.

TMHP will return and mark as deficient previous versions of the PIC Form that are received on or after October 1, 2018.

For more information, call the TMHP Contact Center at 1-800-925-9126 or the TMHP-CSHCN Services Program Contact Center at 1-800-568-2413.