

Client Provider Set-Up / Change Request

*The following information must be provided by
Client requesting Provider Set-Up / Change*

Client Information

Date: Client Name: Contact Name: Phone:	Collection Center Code(s): Address: City: State and Zip:
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Provider Information

Request to: **ADD provider** **CHANGE provider** **REMOVE* provider** (Please check one)
 *If you checked **REMOVE** above: Please list the provider's new location:
 *Account Reps please send to all parties if removal only (Billing, Requisitions, Access, HAC, and STAR)

Provide the provider's legal name to include First, Middle & Last name. DO NOT use Aliases/ Nicknames.

Provider Full Legal Name: Credentials: Specialty**: (MD, NP, PA, etc.) (Oncology, Family Practice, Etc** if available)	NPI Number: UPIN: <input type="checkbox"/> Check here if no UPIN has been assigned (new providers only)
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If you have questions on any of the above information please contact your AML Account Representative
 Please forward the completed form to your AML Account Representative via fax or email:

Johnson, Lisa R.	Fax: 612-262-5068	lisa.r.johnson@allina.com
Madson, Shelly	Fax: 763-236-4850	michele.madson@allina.com
Theis, Mary Jo	Fax: 651-241-5213	maryjo.theis@allina.com
Zemlicka, Kay	Fax: 612-262-4223	kay.zemlicka@allina.com
Ziegeweid, Judy	Fax: 763-236-6805	judy.ziegeweid@allina.com

Account Rep: **Phone #:** HAC Client **Notes:** No printing needed at this time
 Print of requisitions. *If nothing marked default is no printing needed.*

Information via: Client Call Completed by Client Client Email (attached) Client Visit

Star# Assigned: **YES -** or **NO** Send to provider set up email

Star # Set-up: **Star #:** **Date:** **Init:** **Notes:**

Provider Name & Star# verified in: Ultra EPIC Star

UPIN Verified: NHIC Star EPIC

NPI Verified: NPI Website NPI Checker Allina NPI Lists

Provider Set-Up in Xifin:

- YES:** Verified all information is correct and assign NPI and X-Ref if needed. Add Date and note in comments box
 -Or-
 NO: (see below)
- Provider has UPIN** - Submit a Set-up request to Xifin. When Set-up completed verify information is correct and assign NPI and X-ref and add date and note in Comments box.
 - Provider DOES NOT have UPIN** - Manually set-up in Xifin using UPIN OTH000. Add Date and note in comments box. (Providers no longer can request new UPIN's after 06-30-07)
 - Physician assigned in XIFIN to Collection Center(s):**

Notes:

XIFIN Set-Up completed: Date: **Init:**
Forward back to Acct. Rep, Access, Requisitions, and STAR (address for reports)

Access Physician List Updated HAC Physician List Update Requested Manual Reqs. Updated
HACchangemgmt@allina.com