



## Notifying Medicare of Changes in Your Department

A provider receiving Medicare reimbursement is required to notify the state Medicare contractor within 90 days of any changes that occur within your department. Failure to notify MBI Solutions of any of these important changes could delay reimbursement and issuance of checks or remittance advice. These changes at your department may include, but is not limited to:

- Change of Pay to Address in which payment is remitted,
- Change of the physical location or mailing address of your station,
- Change of the name of your department,
- Change of the contact person for authorized/delegated official for authorized signatures,
- Change in any of the telephone numbers, fax numbers, or email addresses for the department or contact person,
- Change or termination of the current ownership (example: a non-profit organization switching ownership to a local governing body or vice versa),

If any of the items on this list changes in the future, please notify MBI Solutions immediately so that our credentialing department may complete the proper documentation and file appropriate application with Medicare as soon as possible.