

Notifying MVP Health Care® of New Tax Identification Numbers (TIN)

Due to a federal Transparency in Coverage final rule (CMS-9915-F) that may require payors to publish provider billing Tax Identification Numbers (TINs) in a machine-readable digital format, many providers are transitioning from using their Social Security Numbers (SSNs) to Employer Identification Numbers (EINs).

If you are replacing your SSN with an EIN, you must notify MVP.

Providers are required to notify MVP of demographic changes by completing the online *Provider Change of Information Form*, which can be accessed at mvphealthcare.com/demographics and following these steps:

1. Choose "TIN-Remit Change" as the Type of Change; enter the effective date of the change (this field auto-populates and can be changed); then choose "Contracted Provider" (use "Contracted Group" if change is for more than one provider)
2. Complete the required fields (as indicated with an asterisk)
3. Choose "TIN & Remit Change"
4. Complete the required fields* by entering the new EIN and associated Tax Name to match the W-9, and complete the Reason (select "Change of TIN"); select "Yes" or "No" to YME denials, and for the Purpose of Request, select "Name Assigned to New TIN"
5. Complete all required fields* for the Remit (billing) address
6. Attach a copy of the W-9 (and roster of affected providers if this is a group change)
7. Complete the required fields* and note what data is being changed in the "Comments" free text field with "Replacing Social Security Number with Tax Identification Number for the new Federal transparency rule."

When the form is successfully submitted, a reference number (REF#) is provided. System updates may take up to 30 days, provided that all required documentation is received. Providers should not submit claims with the new TIN during this time. Please Note: as part of the process to change a TIN, an MVP representative may contact you regarding contractual documentation updates reflecting this new TIN. Status inquiries including the REF # can be sent to mvppr@mvphealthcare.com.

Providers must also update their CAQH applications accordingly to reflect the new TIN.

To receive future FastFax messages by email, go to mvphealthcare.com/provideremail

To view all communications, visit mvphealthcare.com/FastFax

Questions? Contact your MVP Professional Relations Representative or call the MVP Customer Care Center for Provider Services at 1-800-684-9286.

