

## Provider Name Change Process

1. Provider contacts the Office of DD Quality and Planning/DD Certification in writing to discuss the appropriateness of the proposed name change prior to contacting IRS. This is to ensure that the proposed name is in keeping DD Administrative Code regulations.
2. DD Quality and Planning contacts the Provider in writing of the preliminary approval of the name change.
3. Provider contacts and provides necessary information to the IRS requesting a name change.
4. Provider submits IRS paperwork and NPI application to the Office of the Secretary of state.
5. Provider submits approved paperwork above to the Office of Certification Administration (OCA) with a one page application to request a name change.
6. The OCA forwards application and supporting paperwork to DD Certification and cc's the Contracts Office, DD Fiscal Office, and DD Systems Management. From this point forward through the process, all correspondence should be copied to all persons/offices involved until completion.
7. DD Certification reviews and approves and forwards to OCA.
8. OCA forwards to DD Fiscal Office and Contracts Office.
9. DD Fiscal Office Completes C1 Contract form and forwards to the Contract Office.
10. The Contracts Office completes new contract and forwards to Finance Office.
11. The Finance Office reviews and approves and forwards back to Contracts Office.
12. The Contracts Office notifies the provider of the approved name change via new contract, provider completes the contract and returns to the contracts office which obtains the commissioner's signature to execute the contract.
13. The Contracts Office forwards the information to DD Systems Management.
14. DD Systems Management advises provider to submit claims for the first checkwrite of the next month (the largest) and then hold all claims until notified. During this time the request to change the name is forwarded to Medicaid.
15. Medicaid updates new name in Payment System.
16. Medicaid notifies DD Systems Management of updated name change.
17. DD Systems Management updates name change in ADIDIS.
18. DD Systems Management notifies provider of name change in ADIDS and advises provider to contact STAARS and resume claims submissions.
19. Provider contacts STAARS.