



# STAT Bulletin

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To: All providers

Contracts affected: All lines of business

## Demographic Change Requests Through Email

Why you're receiving this stat	You now have an easier way of submitting demographic change requests, through email.
What you need to know	<p>You can now submit individual provider demographic updates directly by email to our Provider File department at the following email address:</p> <p style="text-align: center;">Provider_Data_Mgmt@healthnow.org</p> <p>The subject line of the email must include only the individual practitioner NPI number associated with the update, for example:</p> <ul style="list-style-type: none"> <li>• Subject: 1234567890</li> </ul> <p>Emails can consist of free form text and attachments, such as PDF files. After we have received it, we will send you verification of your demographic submission.</p> <p>You may submit any demographic updates noted on our provider demographic change forms, which can be found at <a href="http://bsneny.com/provider">bsneny.com/provider</a> under <i>Tools &amp; Resources &gt; Forms</i>.</p> <p>The following updates <b>CANNOT be submitted through email</b>:</p> <ul style="list-style-type: none"> <li>• Enrollment forms and contracts</li> <li>• Status checks</li> <li>• Claims</li> </ul>
What you need to do	Help us provide the most up-to-date information for our members by sending your individual provider demographic updates via email.

If you have any questions regarding this stat, please contact Provider Service at 1-800-444-4552 or (518) 220-5620.