

# Provider Memorandum

## Updating Provider Information

It is important for Molina Healthcare of Illinois (Molina) to keep our provider network information up to date. Up-to-date provider information allows Molina to accurately generate provider directories, process claims and communicate with our network of providers. Providers must notify Molina in writing at least 30 days in advance of changes, such as:

- Change in practice ownership or federal tax ID number
- Practice name change
- A change in practice address, phone or fax numbers
- Change in practice office hours
- New office site location
- If your practice is open or closed to new patients (Primary care providers only)
- When a provider joins or leaves the practice

Changes may be submitted via the “**Provider Information Update Form**” located on the Molina Healthcare website at [www.MolinaHealthcare.com](http://www.MolinaHealthcare.com) under the “Provider Forms” section.

Send changes to:

Email: [IllinoisProviders@MolinaHealthcare.com](mailto:IllinoisProviders@MolinaHealthcare.com)

Fax: (800) 642-5270

Mail: Molina Healthcare of Illinois

1520 Kensington Street, Suite 212

Oak Brook, IL 60523-2197

ATTN: Provider Services Department

Contact your Provider Services Representative at (630) 203-3965 if you have questions.