



CHANGE OF ADDRESS CHECKLIST

As a medical provider, we know there are a few extra items to think about when changing your address; we hope this checklist will help you to contact everyone that needs to be notified.

- Notify *ACUTE CARE, INC. (ACI)*
- Complete a new W9 (or W4) for *ACI* so your paycheck and tax documents can be sent to the correct location
- Notify all States with which you hold a medical license or controlled substance license (if you contact your credentialer at *ACI* we can help with phone numbers/websites)
- Notify the Federal Drug Enforcement Agency (DEA) – you can change your address via the web at: http://www.deadiversion.usdoj.gov/online_forms.htm
- Notify NPPEs (for your NPI number) at 800-465-3203 or via the web at: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
- If you have Board Certification contact your board (example: American Board of Family Medicine or NCCPA or ANCC)
- Part of the AMA or AOA or if a Mid-Level NCCPA? If so they will need to be notified. Change AMA online at: <http://www.ama-assn.org/ama/pub/category/4080.html> Change AOA online at: <https://www.do-online.org> or by calling 800-621-1773
- Any hospitals or clinics you hold privileges (*ACI* will contact any facilities you are affiliated with through us)
- Medicare/Medicaid
- Financial Institutions (banks, brokers, mortgage lenders, insurance companies [health, life, auto], credit reporting agencies, credit card companies)
- Government Agencies (DMV, IRS, Business license office, post office)
- Memberships (country/sport clubs, magazines or other subscriptions, churches, PTA)
- Service Providers (accountant, school, attorney, cleaning service, delivery service, veterinarian, dentist, optometrist)
- Utilities (telephone, cell phone, electric, gas, water/sewer, trash, cable, internet)