

Bureau of Workers' Compensation

Request to Change Provider Information

Please print or type.

Submit this **required** form to BWC in one of the following ways. **Email:** to <u>providerenrollment@bwc.ohio.gov</u> **Fax:** 614-621-1333 Questions? Call 1-800-477-2292 to reach BWC's Provider Contact Center

Mail: BWC Provider Enrollment Unit, P.O. Box 15249, Columbus, OH 43215-0249 **Online:** Log into your online provider account at <u>bwc.ohio.gov</u> and click on 'My Provider Info' to make changes.

Points to review before completing this form

- Determine if an individual or business/organizational provider record is being updated, and the appropriate NPI, EIN, SSN or BWC Provider ID to be updated with the name.
- Business/Organization providers:
 - If you have a new tax ID without change of ownership, complete this form and send us a new W-9 Internal Revenue Service (IRS) form for our records. This form is found at <u>www.irs.gov/pub/irs-pdf/fw9.pdf</u>.
 EXCEPTION: Group Practice business providers must submit new application. Include the date former number became invalid, and the date new number became effective. (Note: no bills will be payable for dates of service after the termination date of the previous provider number).
 - If you are new owners of a tax ID already established in our database, please complete a new provider application (<u>MEDCO-13</u> or <u>MEDCO-13A</u>) for our files to show authorized agreement signature and ownership information. You do not need to complete this form.
 - If you want separate reimbursement addresses for each business location, you will need to get a different NPI for those locations.

NPI or BWC ID Name change Business closed TAX ID Business name Retired TAX ID Date NPI/BWC ID Provider name Retired Deceased Date NPI/BWC ID Provider name Terminating – Business Tax ID Decer address BWC ID Provider name Effective date Tax ID BWC ID Business name Provider name NPI/BWC ID Provider name NPI/BWC ID Provider name NPI/BWC ID Provider name NPI/BWC ID Provider name NPI/BWC ID Provider name NPI/BWC ID ID ID ID ID ID ID ID ID ID ID ID ID ID ID ID See page two to update individual record address ID		quest (Individu	ial pr	ovider nan	ne chan	ges req	uire legal (court) docu	mentation)	
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MEDCO-12 BWC-3912 (Rev. April 22, 2025)



Practice Address Update Requests – Use when record needs to reflect location change as indicated below.

Check a box (required):

- New: removes current addresses on record
- Additional: does not change current record addresses but adds another (only for individuals and group practices)
- **Remove:** terminates address from record (BWC PROVIDERS ARE NOT LINKED TO GROUP/TAX ID'S)

Individual/Grou	ip Name			
□ New	NPI	Name		
_		Street		
Additional	EIN	City	State	Zip
Remove	BWC ID	Email	Phone	Fax
Individual/Grou	ip Name			
□ New	NPI	Name		
Additional	EIN	Street	-	
Remove		City	State	Zip
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Bureau of Workers' Compensation

Individual/Gro	up Name					
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Additional		Street				
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