

Ownership and acquisition change request form



Providers and practices going through an acquisition or acquiring another practice are required to report any changes. All acquisitions must be reported **at least 30 days before the effective date.**

Who needs to complete this form:

- Businesses acquiring or merging with a new provider or practice
- Those participating in a buyout
- In- and out-of-network providers

Required information:

- Provider W-9
- Official documentation of acquisition
- Provider Roster

Provider acquisition information

New legal name _____

Prior legal name _____

New tax ID: _____ Prior tax ID: _____

New NPI: _____ Prior NPI: _____

New DBA name _____

Prior DBA name _____

New CLIA number: _____ Prior CLIA number: _____

Primary practice information

Street address _____ Suite/Floor _____

City _____ State _____ Zip _____ County _____

Phone _____ Fax number _____

Provider Roster

Do you have a Provider Roster? Yes No

If you don't, you'll need to give us the name and NPI number of each provider at your practice. If your practice contains more than eight providers, you need to submit the roster as an Excel file.

Practice billing information

Address _____ Suite/Floor _____

City _____ State _____ Zip _____ County _____

Phone _____ Fax number _____

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Billing contact

Name _____

Email _____

Phone _____ Fax number _____

Required documentation

Please email us the following after you complete your application:

- Provider W-9
- Official documentation of acquisition
- Provider Roster (if you answered “Yes” to the question above)

Note: Failure to provide the required documentation will result in your request being incomplete.

Contract information

Note: Completion of this form does not make you or your practice an in-network provider. Answers to these questions do not guarantee an outcome. Contract status is subject to review.

Email required documentation to your state’s PacificSource contracting office:

IDContracting@PacificSource.com

MTContracting@PacificSource.com

ORContracting@PacificSource.com

WAContracting@PacificSource.com