Corewell Health Reference Laboratory, West
Adding, Updating, Discontinuing a Provider 10/5/2023

If this is for a Corewell Health Physician or APP, please refer to the Epic Education document "Provider Validate Tip Sheet" or contact Corewell Health Medical Staff Office.

If this is for an external/independent Physician or APP or you need any assistance surrounding record updates as a referring provider:

1. Contact the Corewell Health West Service Desk
   a. 616-391-4357, option 3
2. Request a new Referring Provider or addition of an address to an existing Referring Provider.
   a. Be prepared to provide the following information:
      i. NPI Number
      ii. First and last name of provider as stated on their license
      iii. Office name or additional office name
      iv. Full address or additional addresses, including suite
      v. Phone number or additional phone numbers
      vi. Fax number or additional fax numbers
3. If you are <u>interfaced</u>, please mention that the provider also needs to be updated in ESHARE.

If your NPI information is incorrect, please contact the National Plan & Provider Enumeration System (NPPES) https://nppes.cms.hhs.gov/#/