

Adding, Updating, Discontinuing a Provider 8/7/2024

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

- A Service Desk ticket should also be placed to the Epic Security and SER team via "I need something else and I know where to route it"
 - For updating a primary address
 - For removing an address
- If there are any issues, please contact the Service Desk.

If this is for an external/independent Physician or APP and your EMR is interfaced or you use Epic Care Link:

1. Contact the Corewell Health West Service Desk
 - a. 616-391-4357, option 3
2. Request: EpicCare Link and eShare Add/Remove/Verify Providers update
 - a. Be prepared to provide the following information:
 - i. Add, Remove or Verify Provider
 - ii. Office name
 - iii. Name of provider or providers
 - iv. NPI - National Provider Identifier
 - v. Reason for leaving (if known)
 - vi. Where they are going (if known)
 - vii. When should this change take effect

If this is for an external/independent Physician or APP and you use paper/faxed orders, our registration team will update your information once the order or patient arrives.

If you receive **Laboratory Results** in error, please contact the Lab Call Center: 616-774-7721. All other types of results, please contact that department or the Corewell Health Service Desk.

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