Practice Update Form

**HIGHLIGHTED FIELDS ARE REQUIRED**

**Update taking place:** Update in Leadership/Prac. Manag./Office Supv.

**Does this information need to be kept confidential?** Choose an item.

*If yes, please note the appropriate date to send out notices of the change:* Click or tap to enter a date.

**Effective date of change:** Click or tap to enter a date.

Last day provider is seeing patients in the practice (if applicable): Click here to enter a date.

 **Physician(s) that the update applies to:** Click here to enter text.

**Advanced Practitioners that** **the update applies to** (if applicable): Click here to enter text.

**LabCorp Account Number:** Click here to enter text. **Quest Account Number:** Click here to enter text.

**Current Practice Information: Fill in current information only**

 **RED IS REQUIRED**

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| ***\*Practice Name*** | Click here to enter text. | ***\*Office Supervisor*** | Click here to enter text. |
| ***\*Address*** | Click here to enter text. | ***\*Practice Manager*** | Click here to enter text. |
|  |  | ***\*Practice Administrator***  | Click here to enter text. |
| ***\*Cost Center*** | Click here to enter text. | ***\*Director*** | Click here to enter text. |
| ***\*Phone*** | Click here to enter text. | ***\*Senior Director*** | Click here to enter text. |
| ***\*Fax*** | Click here to enter text. | ***\*Vice President*** | Click here to enter text. |
| ***\*Location Type*** | Choose an item. |  |  |
| ***County*** | Choose an item. |  |  |
| ***Region***  | Choose an item. |  |  |
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**New Practice Information: Fill in new information only**

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| ***Practice Name*** | Click here to enter text. | ***Office Supervisor*** | Click here to enter text. |
| ***Address*** | Click here to enter text. | ***Practice Manager*** | Click here to enter text. |
|  |  | ***Practice Administrator***  | Click here to enter text. |
| ***Cost Center*** | Click here to enter text. | ***Director*** | Click here to enter text. |
| ***Phone*** | Click here to enter text. | ***Senior Director*** | Click here to enter text. |
| ***Fax*** | Click here to enter text. | ***Vice President*** | Click here to enter text. |
| ***Location Type*** | Choose an item. |  |  |
| ***County*** | Choose an item. |  |  |
| ***Region***  | Choose an item. |  |  |
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| **Additional Notes:** Click here to enter text. |  |  |  |
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**This form is to be approved by Directors/VP’s only for any changes taking place within the practice.**

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| **Approved By:** | Click here to enter text. | **Date:** | Click here to enter a date. |
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For Practice Closure/Provider Separations

**Letter to Patients and Healthcare Partners** (MUST be completed minimum of 45 business days before physician departure/ Practice Closure)

The practice is required to provide a 30-day notice (in form of a letter) to patients for physician departures and practice closures. Production/mailing of the letter may take 3 weeks. Please contact the Practice Transitions Department with questions at FHMG.Practice.Transitions@AdventHealth.com.

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| **Please list all physician(s) who will provide care for the patient:** | Click here to enter text. |
| **Please list other Practice(s) that will provide care for the patient (if applicable):** | Click here to enter text. |

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