To: All IPAs
From: IEHP – Provider Relations
Date: July 1, 2021
Subject: New Fax Number for IPA Reported Provider Changes

Inland Empire Health Plan (IEHP) would like to inform you of the new fax number to use when requesting Provider Changes in the IPA network, including the termination of a Primary Care Provider and Specialist. **Effective today, July 1st, 2021, all Provider Change letters will be submitted to IEHP Provider Network Team via fax.**

In compliance with IEHP Policy 18D1 - IPA Reported Provider Changes, please remember to include the following information in your notice to IEHP:

- IEHP requires sixty (60) days written notification coverage plan from the IPA when a Provider is terming the IPA network
- Provider First and Last Name
- Provider NPI
- Provider Specialty
- Provider Address, Phone and Fax
- Reason for Changes
- Plan for assuring Member continuity of care
- Copy of Provider’s W9
- IPA/Provider contractual signature pages (if applicable)

**Please fax your letters for IPA Provider Changes to (909) 297-2502.**

As a reminder, all communications sent by IEHP can also be found on our Provider portal at: [www.iehp.org](http://www.iehp.org) > Providers > Plan Updates > Correspondences

If you have any questions regarding this process, contact the IEHP Provider Relations Team at (909) 890-2054.