



FACILITY LOCATION ADD FORM

Below is a grid that outlines which fields are required in order to submit the new Facility Location Add Form and which fields are optional. Please be sure to complete all the required fields. Please allow **30 days** from the date submitted for the form to be processed.

If you have questions with regards to filling out the form please call UCare’s Provider Demographic Support Line at **612-676-8959**.

If you are calling to obtain a “**status check**,” please call UCare’s Provider Assistance Center at **612-676-3300** or toll free at **1-888-531-1493**.

Required Fields	Sections	Fields
		Are you a contracted provider?
	Contact Information	<ul style="list-style-type: none"> • Completed By. • Title. • Phone Number.
	Main Facility Information	<ul style="list-style-type: none"> • Facility Name. • Facility Physical Address. • City, State, Zip Code. • Phone Number. • Tax ID Number.
	New Location Information	<ul style="list-style-type: none"> • Effective Date of New Location. • New Facility Name. • New Facility Physical Address. • City, State, Zip Code. • Phone Number. • Tax ID Number. • Specialty.
	Practitioner Demographic Information	<ul style="list-style-type: none"> • Last Name • First Name • Specialty • NPI • Practitioner Effective Date
	W9	<ul style="list-style-type: none"> • All required Fields
	Signature	<ul style="list-style-type: none"> • Type Full Name

Optional Fields If available, please provide.	Sections	Fields
		Contact Information
	Billing/Payment Information (if different from the new location address)	<ul style="list-style-type: none"> • Facility Name. • Facility Address. • City, State, Zip Code.

		<ul style="list-style-type: none">• Phone Number.• Fax Number.• Tax ID Number.
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Please also select and/or complete the following fields on the form:

- Is your new location considered a primary care clinic?
- Hospital Privileges (where do you admit patients to)?
- Does your location have special restrictions? (Check all that applies and/or fill in the box.)
- Does your facility offer languages other than English?
- Office Hours.
- Urgent Care Hours (if available).