



Southwest Michigan Behavioral Health

5250 Lovers Lane, Suite 200

Portage, MI 49002

(800) 676-0423

Barry County • Berrien County • Branch County • Calhoun County • Cass County • St. Joseph County • Kalamazoo County •
Van Buren County

Reporting Material Changes

Southwest Michigan Behavioral Health Providers are required to report material changes to information that was submitted as part of the credentialing or re-credentialing process to our Provider Network Manager at (800) 676-0423. **All information must be reported within five (5) business days of the provider becoming aware of the information.**

These changes include, but are not limited to:

- A. Any action against any of its licenses and/or accreditation by JCAHO, CARF, AOA, or COA
- B. Any changes in ownership or business address.
- C. Any legal or government action initiated that could materially affect the rendering of services in connection with this agreement.
- D. Any legal action commenced by or on behalf of a SWMBH member against provider.
- E. Any initiation of bankruptcy or insolvency proceedings with regard to Provider.
- F. Discovery that a claim, suit or criminal or administrative proceeding is being brought against the provider relating to the provider's malpractice, compliance with applicable laws, including any action by licensing or accreditation authorities and exclusions from government programs (i.e. Medicare/Medicaid).
- G. Expiration of required professional liability insurance coverage (must be reported within 30 days prior to the expiration of such coverage).
- H. Any changes in demographic information such as change of address, name change, coverage arrangements, tax identification number, hours of operation, and etc.
- I. Expiration of professional license/certification, DEA certificate, CDS Certificate, board certification and malpractice insurance. Current copies must be submitted within five (5) days of expiration. Failure to comply may result in sanctions.