NOTICE OF ADMINISTRATIVE CHANGE

To: **Participating Providers**

From: **GEHA/PPO USA Network**

Date: **December 2010**

RE: **Required Network Credentialing**

Government Employees Health Association, Inc. (GEHA) has recently retained the services of VerifPoint/CreDENTALs Services, Inc. (VerifPoint), a nationally recognized doctor-credentialing firm. VerifPoint has been contracted to provide continual credentialing and license verification services for GEHA's medical provider network, the PPO USA Network. These activities will further qualify and distinguish all Participating Providers with regard to meeting the comprehensive quality assurance standards established by URAC.

GEHA's goal in retaining this service is to decrease your burden of having to submit forms and hard copies of documents to each individual health care plan accepted in your office. Because VerifPoint is a centralized credentialing firm for a large number of healthcare plans, the duplication of your efforts will be minimized. Although these credentialing services are mandated, please understand that **this is a free service** to the Doctor. Your cooperation with VerifPoint and GEHA is greatly appreciated.

To facilitate the credentialing process for GEHA we ask that, when requested, you comply by completing **ALL** forms and return them together with a **CLEAR** copy of the requested documents to VerifPoint's offices. **Although some practitioners resist disclosing certain personal information, such as social security number and birth date, please be assured that this information is only for credentialing purposes, and would not be requested if it were not necessary.** You may send information directly to VerifPoint at:

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VerifPoint Provider Relations
23721 Birtcher Drive
Lake Forest, CA 92630
Phone: (888) 273-3368; Fax: (949) 470-0838
Email: providers@verifpoint.com

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Thank you in advance for your cooperation and understanding. Should you have any questions, please contact your GEHA/PPO USA Network Provider Relations Representative at (800) 821-4991, Option 2.