



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

New Hampshire Medicaid Program

To: NH Medicaid Enrolled Providers
From: NH Division of Medicaid Services
Date: December 4, 2023
Subject: Updating Provider Information - Reminder

The information in the NH Medicaid Management Information System (NH MMIS) is used to inform providers of important changes in policy and other updates. We would like to remind you that providers are responsible for notifying NH DHHS Medicaid's fiscal agent, Conduent, of any changes to information on your account within 30 days of the effective date of the change. Changes that should be reported include changes to your:

- Name
- Business name
- National provider identifier
- License
- Address: email, physical, and/or mailing address
- Contact person(s)
- Affiliation(s)
- Authorized representative(s)
- Managing/directing employee(s)
- Ownership Information

If you need to inform us of any changes to your information, please fill out the [Change of Provider Information form](#) and return it to NH Provider Relations via one of the options noted on the form.

It is also important that you log into the NH MMIS Portal at least every 60 days to keep your account from being removed from the Portal. You can set up security questions to assist you with logging in if you forget your password. If you cannot reset your password and you need assistance accessing the portal, you should contact your Organization Administrator for your provider group or you can contact the Provider Relations Unit at the number below.

If there are questions on how to update the information on file with the NH Medicaid Managed Care Organizations (MCO) or Dental Organization (DO), please reach out to your MCO or DO provider representative.

If there are any questions on this notice, please contact the Provider Relations Unit at (603) 223-4774 or (866) 291-1674.

Thank you,

NH Medicaid Provider Relations