



FACILITY LOCATION ADD FORM

Below is a grid that outlines which fields are required in order to submit the Facility Location Add Form and which fields are optional. Please be sure to complete all the required fields. Please allow **60 days** from the date submitted for the form to be processed.

If you have any questions, 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?	<ul style="list-style-type: none"> • Yes or No
	Contact Information	<ul style="list-style-type: none"> • Completed By • Title • Phone Number • Contact Email
	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/UMPI • 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	<ul style="list-style-type: none"> • Fax Number • Name of Contract Manager and their 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 • Phone Number • Fax Number • Tax ID Number

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)