



# Action Required: Update your Provider Demographic Information

October 11, 2024

Dear Provider,

As an in-network provider, keeping your demographic information up to date is essential to help our members—your patients—find and access your services. Often, the provider directory or a call to member services is the first way potential patients learn about your practice, and we want to ensure they receive the most accurate information.

We kindly ask that you review and update your contact details, services offered, applicable specialties, and points of contact. Keeping this information current helps maintain accurate provider directories and verifies that you are actively accepting new patients in-network, improving referrals back into your clinic.

We recommend attesting to the accuracy of this information **at least once per quarter**, especially any changes to your practice, such as opening or closing locations or adding/removing service lines.

You can update this through the PDQ form on our website <https://www.silversummithealthplan.com/providers/provider-maintenance.html> or you may also reach out to Provider Services at 1.844.366.2880 for assistance.

Thank you for helping us provide the best care and services for our patients!

Thank you,  
SilverSummit Healthplan