



SPOT Submitter ID Update Request Form



Please complete this form and return it to First Coast Service Options Inc. to update the information we have on file for your SPOT portal submitter ID. Please note, once these changes have been completed, you **MUST** update your Identity Management (IDM) system enrollment the following business day to avoid impacts to your Organization's First Coast SPOT access. A fax will be sent to confirm we have completed your request.

All fields marked with an * are required. Please print or type clearly.

General Information

R01-22

*State:	*Line of business:
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Current Provider Information

*Current SPOT submitter ID:	*Current legal business name:	Correspondence fax number:
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Change information on file to (check only those that apply):

	Legal business name:		
	Contact person's name:	Contact person's telephone number:	
	Street Address:	City:	
	State/Province:	Zip code/Postal code:	
	Tax ID:		
	Approver first name:	Approver last name:	Approver email:
	Backup Approver first name:	Backup Approver last name:	Backup Approver email:

Add/Delete NPI/PTAN Associations

This section is for organizations that are a member of the group for the SPOT ID indicated above. All others, must complete the EDI SPOT Enrollment form, to add to an existing SPOT submitter ID.

Note: Third-party billing agents need to include the nine-digit Tax Identification Number (TIN) as well.

Add Combination(s)

Delete Combination(s)

Department/Nickname	PTAN	NPI	Tax ID number (9-digit)

*The Authorized Official signing this form should be an AUTHORIZED OR DELEGATED OFFICIAL that was listed on the Medicare Enrollment Application (CMS-855).

*Required Signature

*Written Signature of Person Submitting Form (add after you print the form)	*Date
*Printed Name of Person Submitting Form	*Printed Title of Person Submitting Form

Complete form, print, sign, date, and email (recommended), mail, OR fax all pages to:

Email: MedicareEDI@fcso.com

Fax: (904) 361-0470

Post: First Coast Medicare EDI, P.O. Box 3703, Mechanicsburg, PA 17055-1861

Allow 10 business days for processing. Please do not send duplicate forms.