

Revising Provider's Name in NYEIS

The steps to revise a provider's name differs depending on whether the provider has ever held approval by the Department of Health (DOH) as an early intervention (EI) provider or has never held a DOH approval .

DOH-Approved EI Provider

- The provider themselves needs to contact the appropriate NYS Education Department regarding the name change:
 - Licensed/registered, the NYSED Office of Professions- Notify the Office of Professions <http://officeofprofessions.custhelp.com/app/answers/detail/a_id/26/session/L3RpbWUvMTMyMzcxNzE1OC9zaWQvb2R4YWpxTGs%3D>, **or**
 - Certified teachers, the Office of Teaching Initiatives <<http://www.highered.nysed.gov/tcert/ctname.html>>.
- Once the change can be verified on the appropriate NY State Education website, **the provider themselves needs to notify the NYS Department of Health Bureau of Early Intervention's Provider Approval Unit in writing**. The request may be sent via fax, 518-486-4824 or e-mail, provider@health.ny.gov.
- In all communication the provider needs to include their EI state provider identification number, name as it currently reads, the needed change, and phone number where they can be reached during the day. If there are additional changes (e.g., address, telephone number, etc.) please include them on the request. Revisions take approximately seven to 10 business days for processing. Once completed the change will be made in the NYEIS database and the provider will receive a revised copy of their DOH approval via USPS Mail.
- If the provider has a Health Commerce (HCS) Account (used to access NYEIS) they need to notify the Health Commerce Management Unit (CAMU) to update their account. CAMU can be reached at 866-529-1890. The provider needs to call CAMU themselves and provide either their HCS Pin Number or their valid Drivers License Number or valid Non-Drivers Photo Identification Number.
- In addition, the provider themselves or the agency employing the provider needs to notify the municipal NYEIS Administrator of the name change so that the name associated with their user account and role can be updated.

Providers without DOH Approval

- The provider themselves needs to contact the appropriate NYS Education Department regarding the name change:
 - Licensed/registered, the NYSED Office of Professions- Notify the Office of Professions <http://officeofprofessions.custhelp.com/app/answers/detail/a_id/26/session/L3RpbWUvMTMyMzcxNzE1OC9zaWQvb2R4YWpxTGs%3D>, **or**
 - Certified teachers, the Office of Teaching Initiatives <<http://www.highered.nysed.gov/tcert/ctname.html>>.
- Once the change can be verified on the appropriate NY State Education website, **the agency employing the provider or the provider themselves needs to notify the NYS Department of Health Bureau of Early Intervention's Provider Approval Unit in writing or by telephone** (518-473-7016, press 1 when prompted). The written request may be sent via fax, 518-486-4824 or e-mail, provider@health.ny.gov.
- In all written communication, please include the individual's name as it currently reads, the needed change, and phone number where the requestor can be reached during the day. If there are additional changes (e.g., address, telephone number, etc.) please include them on the request.
- If the provider has a Health Commerce (HCS) Account (used to access NYEIS) they need to notify the Health Commerce Management Unit (CAMU) to update their account. CAMU can be reached at 866-529-1890. The provider needs to call CAMU themselves and provide either their HCS Pin Number or their valid Drivers License Number or valid Non-Drivers Photo Identification Number.
- In addition, the provider themselves or the agency employing the provider needs to notify the municipal NYEIS Administrator of the name change so that the name associated with their user account and role can be updated.

Additional information can be found in *Unit 1: Getting Started* of the NYEIS User Manual.