## **Bulletin ID: No. 58 - Reporting Information Systems Changes**

In order to assure ongoing connectivity and ability to obtain authorizations and submit claims for services please report to your provider relations specialist any of the following changes:

- New hardware
- New software
- New staff who will need training prior to receiving access to provider connect
- Expired certificates

Failure to promptly report any of these changes will have an impact your agency's ability to receive authorizations and ultimately effect timely payments.

Please note that upon acquiring new software, the provider must go through the tier testing process using the new soft ware application.