Update your provider demographics via the Provider Maintenance Form

UniCare Health Plan of West Virginia, Inc. (UniCare) providers should now submit changes to their practice profile using our online Provider Maintenance Form.

The form is available on both the UniCare provider website and the Availity Portal.

Online update options include:
- Adding address location.
- Name change.
- Tax ID change.
- Provider leaving a group or a single location.
- Changing phone/fax number.
- Closing a practice location.
- Many more options.

Visit the resource page at www.unicare.com to view more change options. The new online form can be found by selecting Providers > State Sponsored Plan Providers (under Resources) > West Virginia – Medicaid Managed Care > Forms Library (under Forms and Tools) > Provider Maintenance Form (under General Forms). The Provider Maintenance Form is also located on the Availity Portal and can be found by selecting West Virginia > Payer Spaces > UniCare > Resources > Provider Maintenance Form.

Important information about updating your practice profile:
- Change requests should be submitted using the online Provider Maintenance Form link will be state-specific.
- Submit the change request online. No need to print, complete and mail; fax; or email demographic updates.
- You will receive an auto-reply email acknowledging receipt of your request and another email when your submission has been processed.
- For change(s) that require submission of an updated W-9 form or other documentation, attach them to the form online prior to submitting.
- Change requests should be submitted with advance notice.
- Contractual agreement guidelines may supersede effective date of request.

You can check your directory listing in the UniCare online provider directory. The UniCare provider directory is used by consumers, members, brokers and providers to identify in-network physicians and other health care providers supporting UniCare members. To ensure UniCare has the most current and accurate information, please take a moment to access the online provider directory at www.unicare.com and review how you and your practice are being displayed.