**DWIHN Provider Responsibilities**

Detroit Wayne Integrated Health Network (DWIHN) Contracted Providers are required to notify DWIHN of changes to information regarding their organization. This requirement is identified in the provider contract and in DWIHN policy.

Providers must notify DWIHN of any changes listed below at least 30 calendar days prior to the effective date of change:

* Provider Name
* Provider Office Hours
* Provider Telephone Number
* No longer accepting new patients
* Provider Affiliation Change (i.e. Merger)
* Addition or deletion of service(s)
* Addition/change in program location (new or existing)
* Sanctions, suspensions or termination of credential practitioner staff members of your organization
* Provider Closure (sites or locations)
* Requirement-Update Staff Records in MHWIN

Only in emergency situation, where member’s health and safety are at risk, the provider must notify DWIHN immediately.

Members must receive a notice of the relevant change at least 30 calendar days prior to effective date of change.

**How to notify DWIHN of changes:**

Providers must notify DWIHN Provider Network Support Specialist of impending changes by emailing [pihpprovidernetwork@dwihn.org](mailto:pihpprovidernetwork@dwihn.org) within 48 business hours of deciding to change or knowledge of a change needed. Verbal updates and changes must be followed up by written notification.

Email all relevant information regarding the change to the following email address [pihpprovidernetwork@dwihn.org](mailto:pihpprovidernetwork@dwihn.org).

*\*\*\*It is imperative that you adhere to these responsibilities listed above as they are directly linked to the providers’ performance report card matrix for contract renewal. \*\*\**