



Important Reminder: How to Report Office Contact or Provider Changes

At Alameda Alliance for Health (Alliance), we value our dedicated provider partners and the important role you play in ensuring your patients and our members can access care.

Reporting demographic changes and notifying the Alliance when providers leave a practice promptly supports member access, regulatory compliance, and reduces administrative issues related to referrals, authorizations, and claims.

Providers are responsible for notifying the Alliance of any demographic or provider changes.

Please regularly review your information in our provider directory and notify us of any updates or changes. Inaccurate information that should be reported includes but is not limited to:

- Demographic information:
 - Practice address
 - Phone number
 - Fax number
 - Office hours
- Panel status:
 - Accepting patients
 - Accepting established patients
 - Or not accepting patients
- Billing Information:
 - Name
 - Tax Identification Number (TIN)
 - Billing address
 - Billing information
- Individual providers that have left your practice (please include the termination date/last day worked)
- New providers joining your practice for credentialing in a timely manner
- Upcoming provider terminations

Required Action

Complete the Provider Demographic Attestation Form:

- If any information has changed, please submit an updated form as soon as possible.
- For upcoming terminations, we will work with you to determine member impact and/or assist with coordination/redirection of services.

If you have submitted demographic changes, no further action is required.

The Provider Demographic Attestation Form is available on the Alliance website at www.alamedaalliance.org/providers/provider-forms.

How to Submit

Submit the completed Provider Demographic Attestation Form via email or fax:

- Email: providerservices@alamedaalliance.org
- Fax: **1.855.891.7257**

You can also work with your Alliance Provider Relations Representative directly:

- Errin Poston: eposton@alamedaalliance.org, **1.510.747.6291**
- Shawanna Emmerson: semerson@alamedaalliance.org, **1.510.995.1202**
- Rosa Sanchez: rsanchez@alamedaalliance.org, **1.510.373.5664**
- Maria Rivera: mrivera@alamedaalliance.org, **1.510.747.6094**
- Elbrain Macasiljig: EMacasiljig@alamedaalliance.org, **1.510.373.5605**
- Loren Mariscal (delegated groups/hospitals): Imariscal@alamedaalliance.org, **1.510.995.1055**
- Sylvia Guzman (Enhanced Care Management (ECM), Community Supports (CS)): syguzman@alamedaalliance.org, **1.510.747.6270**

Our Commitment to You

We are committed to working collaboratively with our provider partners to maintain accurate records and minimize administrative burden.

Thank you for your continued partnership. We appreciate and thank you for the high quality care you provide your patients and our members. Together, we are creating a healthier community for all.

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Questions? Please call the Alliance Provider Services Department
Monday – Friday, 7:30 am – 5 pm
Phone Number: **1.510.747.4510**
www.alamedaalliance.org