

DENTAL PROVIDER NEWSLETTER



The Member Lookup Tool

To enhance your experience and efficiency as an EMI Health provider, remember to utilize our Member Lookup tool. Accessible via the EMI Health website under the "Providers" dropdown menu, this tool offers real-time eligibility verifications and provides basic benefit information for our medical and dental memberships, including former TDA memberships.

Find it here: <https://emihealth.com/Providers/MemberLookup>

Changing Your TIN?

If you are changing your TIN, please inform your provider relations representative as soon as possible so that they may email you the proper form to fill out. Please see below some things to consider when completing the form.

- All fields must be completed in order to process the request.
- Inform your provider relations representative the date on which you will begin practicing under the new TIN.
- Include the following documents with your form: Signed Participating Provider Agreement for the new TIN (EMI Health requires a signed agreement for each

TIN.), IRS Form CP 575 or 147C letter, and a Certificate of Insurance (COI).

Thank you for your help in ensuring timely updates on the changes to your practice.

Reminder: TDA and EMI Processes

As you are probably aware, EMI Health acquired Total Dental Administrators (TDA) in 2021. Please be aware that while TDA is now very much a part of the EMI Health umbrella, EMI Health and TDA still operate under separate networks and credentialing processes.

REMINDER

We are committed to providing our members with accurate network information and processing your claims as quickly and accurately as possible. To support this effort, please **notify EMI Health as soon as possible of any upcoming changes to your address, phone number, Tax Identification Number (TIN), your availability to accept new patients, or your office's list of providers.** If you haven't checked your listing in our provider directory recently, visit our website or use the EMI Health mobile app to confirm that your information is correct.



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