

**Job Sheet – Main**

**As Needed Process(s) Name:**

1. Name Changes

**Position:** Credentialing Liaison (CL)

<b>Main Steps</b>	<b>Breakdown Steps</b>	<b>Red Flags (Items to watch out for, what can go wrong)</b>	<b>Why</b>	<b>Tips and Tools</b>
1. Name Changes.	1. Advise provider to make updates to: <ul style="list-style-type: none"> <li>a. NM Medical License</li> <li>b. DEA</li> <li>c. CSR</li> <li>d. NPI</li> </ul> 2. Notify CVO via email. 3. Notify provider enrollment (via form) of name changes. 4. Confirm changes listed in 1.		<ul style="list-style-type: none"> <li>• Cannot go by new name if changes have not been made.</li> </ul>	