

## Reporting Requirements for Facility Mergers, Acquisitions, and Changes

Highmark requires all network facilities to provide advance notice of events such as mergers and acquisitions, changes in ownership and/or legal names, new or moved locations, and services that have been added to the facility as a result of any of these events.

If these changes are not reported, it can result in authorization and claims denials, decreased facility payments, and increased audits.

The Facility/Ancillary Change Form, located on the Highmark Provider Resource Center (PRC) at <https://www.highmark.com/health/pdfs/forms/change-form-fac-anc.pdf>, is used to report these events.

The form confirms your facility's continued participation with Highmark and ensures that provider payments are both accurate and timely.

Process times for changes reported will vary based on the request. Routine requests usually take up to two months to process, while the timeframe for more complex requests may take up to four months. To avoid claims denials, facilities should not accept patients until they are notified that system updates have been completed.

Reporting the events noted above are a vital part of your facility's contact with Highmark. If you have any questions about this process or the Facility/Ancillary Change Form, please email [AncillaryProviderContractAdministration@Highmark.com](mailto:AncillaryProviderContractAdministration@Highmark.com).