



How Do I Display/Edit Practice Information?

For Additional Questions and Answers, visit our [FAQ](#) section

Steps: Display Edit Practice Information (Online Provider Data Change Form – PDCF)

- 1) To access, click **Display/Edit Practice Information** on the left hand side menu on the *MyPractice* Page.
- 2) On the *Provider Data Change Form* tab, select the appropriate MIS/TIN combination. Click **Go**.
- 3) Click on the appropriate link according to what information you want to display or edit.
- 4) To edit information, click **Edit** and type information into the form that appears. Click **Save** to submit changes.
- 5) To add information, click on **Add** and type information into the form that appears. Click **Save** to submit changes.

TIPS:

- You can sign up to receive Electronic Funds Transfers for your claims payments using the *Display/Edit Practice Information* form.
- Network resignations require that you submit a letter to Magellan; this cannot be completed online.
- Changes to your name or Tax ID number require that you submit a W-9 form to Magellan. You can download this form from within the *Display/Practice Information* screen. You must have Adobe Reader installed to view PDF forms. Click [here](#) to download Reader for free.
- HIPAA-compliant.
- For further assistance, use the **FAQs** link to access **Contact Us**.