250 Hospital Place, Soldotna, AK 99669 ● (907) 714-4404 ● www.cpgh.org

FOR NON-CPH-EMPLOYED PROVIDERS

UPDATING YOUR OFFICE CONTACT INFORMATION FOR EPIC

For updates to your contact information (phone #, fax #, mailing or physical address, e-mail, etc.).

In order for the CPH electronic record system (Epic) to communicate with your office, you will need to update the following:

If you are an e-prescriber:

The Epic/Providence St Joseph Health System updates on a regular basis from the SureScripts database which overwrites any changes made from separate requests.

In order to assure that the Epic system has the most up-to-date information there are three ways to update this information:

- You may contact the vendor for your office EHR to update information to SureScripts.

- You may make direct requests to SureScripts by email at es.support@surescripts.com. They will send a document showing your current information from which you can update the records. These updates will then correct the Providence/Epic system.

- Or, you may contact SureScripts direct via phone at 1-503-906-6066 to update your information.

Also, update your contact information with the **National Provider Identifier (NPI) Registry**.

If you are NOT an e-prescriber:

- Update your contact information with the vendor of your clinic electronic health record

Regardless of e-prescriber status, all contact revisions should be made with the **National Provider Identifier (NPI) Registry**.

Rev 3/2021