



To: Keystone First/Keystone First Community HealthChoices (CHC)/Keystone First VIP Choice Providers

Date: October 10, 2024

Re: Announcing the ability to update/change practice data through NaviNet!

We are pleased to announce a new function in NaviNet that can help reduce the need to send written correspondence and minimize time spent calling your Provider Account Executive or the Provider Services department with practice data updates.

What are the new online forms?

- The Provider Data Information Form (PDIF) feature allows you to review your provider directory demographic and practice information on file, attest to the accuracy of the information, and make any necessary changes.
- Patient Acceptance Form allows you to verify or change patient acceptance status for individual practitioners at each practice location.
- Demographic changes submitted through the PDIF will be reflected within the online provider directory within 14 business days.

How to get started:

There is a complete and detailed step-by-step PDIF User Guide on our websites:

- www.keystonefirstpa.com → Providers → Resources → Go to NaviNet → NaviNet Provider Data Info (PDIF) User Guide (PDF)
- www.keystonefirstchc.com → For Providers → Resources → NaviNet → NaviNet Provider Data Info (PDIF) User Guide (PDF)
- www.keystonefirstvipchoice.com → Providers → Providers homepage → Navinet → NaviNet Provider Data Information (PDIF) user guide (PDF)

If you have any questions, you can also contact your Provider Account Executive for assistance.

Note: If your practice is not registered with NaviNet, we highly recommend registering. To register, please go to <https://navinet.navimedix.com>.