



## Office Name Change Form

To change your doing business as (DBA) name

You can change the office name through MD Checkup on [My Insurance Manager](#)

Return by email to [Provider.Blue.Updates@bcbsc.com](mailto:Provider.Blue.Updates@bcbsc.com), or fax to 803-264-4795.

TIN/EIN: \_\_\_\_\_ NPI: \_\_\_\_\_

Old DBA Name: \_\_\_\_\_

New DBA Name: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Office Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_