

# Provider Bulletin

## News and Information



June 6, 2024

## Annual reminder: Complete the Disclosure of Ownership, Control and Management Information and Exclusions Statement for Providers form

UCare must gather and maintain information regarding the ownership, control and management interests of all contracted providers to meet regulatory requirements. UCare collects this data through the Disclosure of Ownership, Control and Management Information and Exclusions Statement for Providers (DOO) form.

The DOO form is first completed by providers during the initial contracting process. Providers are required to resubmit this form, at minimum, every 36 months. In addition, providers must send UCare an updated DOO form when information on the form has changed. This includes but is not limited to, changes in ownership, changes in legal name, changes in tax ID, mergers, or acquisitions.

Provider offices that completed and submitted the DOO form to UCare within the last 36 months, and have no changes to report, do not need to do anything at this time. All other providers are required to send an updated DOO form to UCare no later than July 31, 2024.

Find the DOO form on UCare's [Manage Your Information](#) webpage in the "Add or Update a Facility or Location" accordion. Please return the completed document to UCare via email or mail.

Email: [PNM\\_Fax@ucare.org](mailto:PNM_Fax@ucare.org)

Mail: UCare

Attn: Provider Relations & Contracting

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Contact UCare via email at [PNM\\_FAX@ucare.org](mailto:PNM_FAX@ucare.org) with questions.