

TennCare Change of Ownership (CHOW)

Steps for Completing a CHOW with TennCare

① Determine the Type of change

Complete a **CHOW** if there is a change to:

- Tax ID (TIN),
- NPI
- legal business name

A CHOW requires a new Medicaid enrollment and ID. Medicaid IDs cannot be transferred.

Complete a **CHOI** if:

- Only the ownership interest is changing.

② Seller Reports the Change

The current owner must report the ownership change in the [Provider Data Management System \(PDMS\)](#) within 35 days.

③ Prepare for Enrollment and Transition

Before closing, the new owner must:

- Decide if a new NPI will be used.
- Gather required documentation (Bill of Sale or Purchase Agreement, closing documents with the effective date, and other required documentation).
- If keeping the same NPI, the previous owner must first complete a termination request before the new owner can enroll.

④ Complete New Owner Enrollment

The new owner must submit an enrollment application through PDMS, including all required documents and ownership disclosures.

⑤ Application Review and Processing

TennCare reviews the application.

- Typical process time: 7–10 business days.
- Processing may take longer if additional information or Medicare screening is required.

⑥ Finalize the Previous Owner's Termination (If Needed)

If the same NPI is being retained, the previous owner's enrollment must be terminated before the new enrollment can be finalized.

⑦ Receive Medicaid ID and Effective Date

Once approved, the new owner receives a welcome email with the new Medicaid ID and effective date (based on the CHOW closing date).

⑧ Re-establish Provider and Group Relationships

Individual providers must be re-linked to the new group.

Update records, such as CAQH profiles.

⑨ Complete MCO Contracting

Contact the Managed Care Organizations (MCOs) to begin contracting and credentialing using the new Medicaid ID.

Approximately 60 days.

⑩ Begin Operating

Once enrollment and contracting are complete, the provider can operate and bill under the new Medicaid ID.

Need Help?

For more information or guidance, please [email the Provider Registration Team](#) at Provider.Registration@tn.gov or call the Provider Call Center at 1-800-852-2683.