



IMPORTANT NOTICE: Fax Number Registration Request

Virginia Premier has migrated to a centralized, electronic fax solution to better service our Providers. With our new technology platform, sending a fax is as simple as sending an email. Electronic outbound faxing increases efficiency by providing a faster delivery of time sensitive materials; saves time by eliminating the need to transmit documents using the traditional paper based fax machine; and can support a higher volume of outbound fax transmissions.

With the conversion to electronic faxing, our guidelines indicate that Virginia Premier must request authorization from our Providers authorizing us to fax documentation to any fax numbers in your office. Prior to transmitting documents to your fax number electronically, you will receive a “Fax Registration Form” that you **must** sign and return to the fax number on the form to have the number of that specific fax machine/number registered with VPHP to receive future correspondence via fax. It is very **IMPORTANT** that you return the fax registration form to us within 24 hours to release documents that need to be transmitted to you. Your adherence to this instruction will be greatly appreciated and allow this process to be seamless for you and VPHP.

If you have any questions, please feel free to call the Credentialing Department at (800) 727-7536, Option 8.