



## **HOW TO REPORT THIRD PARTY LIABILITY (TPL) INSURANCE UPDATES TO THE DIVISION OF TENNCARE**

The Division of TennCare has created a new form and streamlined process for the reporting of Third Party Liability (TPL) Insurance Updates.

This new process establishes a single point of entry and one specific form to be used by Providers when reporting TPL Insurance Updates to TennCare.

All TPL updates must now be submitted via the new **Third Party Liability Update Request Fax Form** which is located in the TennCare Miscellaneous Provider Forms section of the TennCare website <https://tn.gov/tenncare>.

To access the TPL Update Request Fax Form:

1. Go to <https://tn.gov/tenncare>.
2. Click on "Providers".
3. Click on "Miscellaneous Provider Forms".
4. Click on "Third Party Liability Update Request Fax Form".

Or

Enter this weblink in your browser

<https://www.tn.gov/content/dam/tn/tenncare/documents/TPLFORM.pdf>

*This is an Online Fillable Form.*

*We ask that you refrain from submitting handwritten forms.*

*"Incomplete Forms" or Forms submitted with "Illegible Handwriting" cannot be processed.*

*TPL Update Requests may take up to 30 days to process.*

To complete the TPL Update Request Fax Form:

1. Type directly into the form.
2. Print.
3. Fax to the fax number pre-populated on the form.