

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

The Bureau 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 the Bureau of 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 "Provider Miscellaneous Forms".
4. Click on "Third Party Liability Update Request Fax Form".

Or

Enter this weblink in your browser

<https://tn.gov/assets/entities/tenncare/attachments/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.