Real example: how I filled the PacificSource provider contract information form (PRV785)

Eric Richers, LPC, CADC III · [practice name], Eugene, Oregon · solo telehealth counseling practice

Recreated from my own filing, redacted. Bracketed values are placeholders. Get the current blank form from PacificSource (provider forms page) at https://pacificsource.com/providers.

What to notice

This is the form that opens a contract conversation with PacificSource: which lines of business you want, how many clients you can take, and how the directory should list you. Mine is dated 07/15/2024.

Three answers shaped everything after. Billing with EIN, not SSN, because the LLC existed. A capacity of 30, which is the panel size the plan holds you to. And the telehealth-only box, which is why every later form asked about care coordination for in-person referrals.

The city name is misspelled on my copy. Same lesson as the validation form: the directory prints what you type.

Solo practitioner

Name	Eric Richers
Specialty	Behavioral Healthcare Services
Language fluency	English, Spanish
Individual NPI	[NPI]
Medicare ID	(blank)
Medicaid ID	[Medicaid ID]
Patient / client capacity	30
Billing with	EIN (not SSN)
Tax ID number (from the W-9)	[EIN]
Tax ID effective date	4/1/2024

Line of business requested

- ☒ Commercial / coordinated care networks (PacificSource Health Plans)
- ☒ Medicare (PacificSource Community Health Plans)
- ☒ Medicaid (PacificSource Community Solutions; Medicaid enrollment required first)

Practice location (for visits and the directory)

Telehealth / virtual care only, no in-person care	checked
Practice name as it should appear in the directory	[practice name]
Address	[practice address], Eugene, OR, Lane County
Location effective date	5/1/2024
Contact	Eric Richers, Owner, Therapist; [email], [phone]

Separate fee for members to access care?	No
Billing information	Same as above

Additional information

PacificSource members currently under your care	1 to 5
Form completed by	Eric Richers, Owner, therapist, 07/15/2024