Objective  Change a MN–ITS Primary Administrator (PA) Role

Performed by  Assigned or New MN–ITS Administrator

Background  If you choose to assign Primary Administrator rights to a different individual than originally indicated, you will need to complete a MN–ITS Primary Administrator Change form.

Assigned or New MN–ITS Administrator

1. Call the MHCP Provider Call Center at (651) 431-2700 or 1-800-366-5411.

2. Inform the Call Center representative that you are the assigned administrator or new administrator and the previous MN–ITS Administrator is no longer with your organization.

   The Call Center representative will submit a request to fax you the MN–ITS Primary Administrator Change form within 4 to 6 hours.

3. When you receive the MN–ITS Primary Administrator Change form, complete all questions on the form and sign it.

4. Fax the completed and signed form to the fax number located at the bottom of the form. MHCP will notify you within 24-48 hours that the change of PA has been completed.