



1

Request for updates

- Directories are updated quarterly according to the schedule on next page/reverse.
- Around the 15th of the scheduled update month, PDFs of the most current directories are emailed to designated reviewers.
- If you receive an update request and you are no longer responsible for the service line, please reply with the correct person.
- Updates are to be returned by the end of the scheduled update month.

2

Review directory

- Verify all phone numbers and addresses.
- Confirm physician location listings are current.
- Confirm that all physician/APC photos are current.
- Create a list of all physicians who are new, have revised info or need to be removed. Revisions also may be marked on the provided PDF.
 - To avoid confusion, please list full name and all appropriate credentials. EXAMPLES: John Smith, PA-C - add new photo; add Sandra Martinez, DO, to TriHealth Kenwood Pediatrics.

3

Submit changes

- Updated information should be sent to triadcreates@gmail.com by the deadline stated in the review request email.
- An updated PDF will be returned once the requested changes are made.
 - Unless the changes are extensive or questioned, it will be assumed that the revised PDF is correct.
- If changes are not sent by the deadline, it will be assumed that the directory information is current.
- Every effort is made to transfer updates made to regional directories to the specialty directories and vice versa.

4

Directories posted

- Updated versions will be posted on TriHealth.com/network during the first week of the month following the review request.
 - EXAMPLE: Review requests made in January; revised directories posted first week of February.
- Updated press versions will be sent to SmartWorks the first week of the month. Be sure to verify the revision date in SmartWorks to assure you have the most updated version.

Directory Update Schedule

DECEMBER (posted in January)	JANUARY (posted in February)	FEBRUARY (posted in March)
TWI TOSI Peds Pulmonology Sleep GI TCI Lab Services Imaging PT/Rehab Centers	THI TNI TSI Dermatology ENT/Audiology Endocrinology Infectious Disease Rheumatology Weight Management Wound Care	Regional - Anderson Regional - Butler Regional - Central East Regional - City Central Regional - Oxford Regional - Warren Regional - West North Regional - West South
MARCH (posted in April)	APRIL (posted in May)	MAY (posted in June)
TWI TOSI Peds Pulmonology Sleep GI TCI Lab Services Imaging PT/Rehab Centers	THI TNI TSI Dermatology ENT/Audiology Endocrinology Infectious Disease Rheumatology Weight Management Wound Care	Regional - Anderson Regional - Butler Regional - Central East Regional - City Central Regional - Oxford Regional - Warren Regional - West North Regional - West South
JUNE (posted in July)	JULY (posted in August)	AUGUST (posted in September)
TWI TOSI Peds Pulmonology Sleep GI TCI Lab Services Imaging PT/Rehab Centers	THI TNI TSI Dermatology ENT/Audiology Endocrinology Infectious Disease Rheumatology Weight Management Wound Care	Regional - Anderson Regional - Butler Regional - Central East Regional - City Central Regional - Oxford Regional - Warren Regional - West North Regional - West South
SEPTEMBER (posted in October)	OCTOBER (posted in November)	NOVEMBER (posted in December)
TWI TOSI Peds Pulmonology Sleep GI TCI Lab Services Imaging PT/Rehab Centers	THI TNI TSI Dermatology ENT/Audiology Endocrinology Infectious Disease Rheumatology Weight Management Wound Care	Regional - Anderson Regional - Butler Regional - Central East Regional - City Central Regional - Oxford Regional - Warren Regional - West North Regional - West South