



# NETWORK *Notification*

**Notice Date:** January 1, 2025  
**To:** Wisconsin Medicaid Providers  
**From:** Common Ground Healthcare Cooperative (CGHC)  
**Subject:** New Address for Refund Checks  
**Effective Date:** January 1, 2025

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## **Summary**

CGHC has updated the address for refund check submissions. Effective immediately, please send refund checks to:

Common Ground Healthcare Cooperative  
P.O. Box 632457  
Cincinnati, Ohio 45263-2457

## **Impact**

The address listed above is for refund check submissions only. Do not send correspondence or anything other than refund checks to this lock box. Doing so will cause delay in the processing of refund checks and remaining correspondence.

## **Importance**

To streamline the process of submitting refund checks, CGHC has created the Claim Recovery Request Form. It is available to download on [CommonGroundHealthcare.org](https://www.CommonGroundHealthcare.org). Please submit a separate form with the appropriate documentation for each refund check.

## **Questions?**

Please contact Provider Services at 1-877-514-2442. Our hours are Monday through Friday, from 8 a.m. to 5 p.m. Central Time (CT).

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