



## NEW BEHAVIORAL HEALTH PROVIDERS ONLY

# Enrollment documents helpful hints

**Please note:** If you are a Limited Licensed Psychologist that has become a Fully Licensed Psychologist, a new mental health practitioner application is required.

## New Mental Health Practitioner Application

**IMPORTANT:** If you are applying to enroll, you must complete the *Council for Affordable Quality Healthcare*® (CAQH) application within 14 calendar days. If you have already completed CAQH, your attestation must be up to date. If your CAQH application is not complete or if your attestation is expired after 14 calendar days, your request will be closed and you will need to reapply.

If you are one of the provider types listed below that would like to participate with BCN commercial or BCN Advantage<sup>SM</sup>, you will need to enroll as an individual first:

- Certified Nurse Practitioner
- Clinical Nurse Specialist Certified
- Clinical Licensed Master Social Worker
- Limited Licensed Psychologist
- Licensed Professional Counselor
- Licensed Marriage and Family Therapist

After your enrollment is approved, you can then submit a *New Group Enrollment Form* listing yourself as a practitioner within the group. Please be sure to select the options to request BCN commercial and BCN Advantage listed in Section 2.

Both the *New Mental Health Practitioner Enrollment Form* and *New Group Enrollment Form* can be found after selecting the appropriate choices on the [Provider enrollment](#) web page.

### NOTE:

- Applications, signatures and required documents are subject to change. Visit [bcbsm.com/providers](https://bcbsm.com/providers) for current forms and information.
- It can take us up to 90 days to review your enrollment application for Blue Cross Blue Shield of Michigan participation. Enrollment will mail a letter once your application is completed with an effective date of your records. Please only render services after the confirmation letter for participation has been received. Additional processing time is required for a request to participate with Blue Care Network, and enrollment will mail a separate letter after completion.

## New Individual Practitioner

### Application

- Complete the fax cover page first. It'll populate the rest of the pages with the NPI and TIN. Please do not use your own cover page.
- **Don't** hand write on the fax cover page as it'll delay processing.

### Section hints

1. Complete all demographics fields.
2. Complete your tax information.
3. Complete our specialty and board certification information (if applicable).
4. Mark the boxes of the networks in which you want to participate.
5. Complete all address fields (remit, mailing, primary and medical records request).
6. Add all services offered at your locations:  
These are the services that members can search for on our online provider directory.
7. Add any additional individual practice locations.
8. **Don't forget to sign.**

### Required documents

Please see the [Required Documents Checklist \(PDF\)](#) then select the + located under *BCBSM agreements and signature documents* on the *Provider enrollment* web page.

### Combined signature document

- Check all boxes for the networks you are applying for, complete all sections and sign.

