

NEW PROVIDERS ONLY

Enrollment documents helpful hints

We've compiled a list of tips and hints for the required paperwork. Locate your provider type below and follow the tips and hints. You'll find our provider applications and signature documents at bcbsm.com/providers.

New Allied 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. Mark the boxes of the networks in which you want to participate.
- 4. Complete all address fields (primary, payment/remit, mailing and medical records request).
- Add all services offered at your locations:
 These are the services members can search for on our online provider directory.
- 6. Add any additional practice locations.
- 7. Indicate yes or no on the questions. **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.

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 (primary, payment/remit, mailing and medical records request).
- 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. Indicate yes or no on the questions. **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.

New Group Provider

(Practitioners affiliated to your group must already be enrolled)

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.
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Section hints

- 1. Complete all demographics fields.
- 2. Mark the boxes of the networks in which you want to participate.
- 3. Complete all address fields (primary, payment/remit, mailing and medical records request).
- Add all services offered at your locations:
 These are the services members can search for on our online provider directory.
- 5. Add any additional practice locations.
- 6. Add providers to your group (must already be enrolled).
- 7. Complete and sign.
- 8. Indicate yes or no on the questions. 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.

Group signature document

- Select the boxes that apply to your group. You may have multiple provider types.
- Complete all fields, sign and date. Contract effective date is based on signature date.

Group practice agency authorization and acknowledgement

- Complete the upper section of page 1 and check boxes for the networks for which you're applying.
- Have all providers affiliated to your group complete and sign page 2.
- Please retain for your records and do not fax.

