



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).
5. 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).
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. 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.
- **Don't** hand write on the fax cover page as it'll delay processing.

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).
4. 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.

