



Nonprofit corporations and independent licensees  
of the Blue Cross and Blue Shield Association

## Required Document Reference List

Self Service Menu Item	Transaction	Documents required by BCBSM/BCN		Contractual Agreements – these documents will be presented for your electronic acceptance during the self service transaction.
		Documents to Upload	Corresponding Agreement to review and retain for your records	
<b>Networks &amp; Demographics</b>				
<b>Change Group ID and Tax Information</b>	Change Group Name	None	None	None
	Change Tax ID Number and/or Tax Name	<ul style="list-style-type: none"> <li>▪ IRS Verification Letter</li> <li>▪ If Tax Exempt, proof of tax exempt status from IRS</li> </ul>	None	None
	Add a new Professional ID and/or change an existing Professional ID	<ul style="list-style-type: none"> <li>▪ If LAB, attach CLIA certificate</li> <li>▪ If DME, attach DMERC/PTAN verification</li> <li>▪ If Air or Ground Ambulance, attach Michigan license as a Life Support Agency</li> <li>▪ If Air Ambulance, Federal Aviation Administration 135 Certificate</li> </ul>	None	None