

Real Time Provider Registration Process

All providers must have a completed Trading Partner Agreement (TPA) on file and their provider IDS must to be loaded to the Provider Authorization via our Website prior to submitting Real Time Transactions (270/271 and 276/277).

- Using your Web browser, go to bcbsm.com.
- Select **Providers** above the upper blue banner bar.
- On the Welcome Providers page, click on the **Quick Links** box.
- From the Quick Links list, select **Electronic Connectivity (EDI)**.
- On the Electronic Connectivity (EDI) page, select **Complete the Trading Partner Agreement** under **EDI agreements**.
- Enter your User ID and Password and click **Enter**.

TPA not completed:

For those providers that have **not** previously completed a TPA the following must be finished prior to submitting a Real Time Transaction:

- ✓ Obtain submitter id from your Real Time submitter.
- ✓ Provider should contact the EDI Helpdesk, 800.542.0945, option 3 or email EDISupport@bcbsm.com to get logon ID and password; providers should have their NPI and tax ID, and specify Institutional, Professional, or Dental.
- ✓ A logon ID and password will be assigned to access TPA/Provider Authorization on our website. Notification will be made via fax or email with instructions. Process should take no more than 24 hours.
- ✓ Once TPA is completed, provider must complete the Provider Authorization online form to register their NPI. **Do NOT enter a Trading Partner ID for Real Time Transactions.**

TPA already completed:

- ✓ For those providers that are using a different submitter for Real Time then the submitter id reported when completing the Trading Partner Agreement (TPA) for submission of electronic 837 claims; the NPI must be loaded again to the Provider Authorization with the Real Time submitter id. **Do NOT enter a Trading Partner ID for Real Time Transactions.**
- ✓ Obtain submitter id from your Real Time Submitter.
- ✓ Go to above URL.
- ✓ Use logon and password previously issued for loaded 837 provider code(s) (if unable to locate, call 800.542.0945; option 3 for assistance).
- ✓ Complete the Provider Authorization form online to register provider codes. **Do NOT enter a Trading Partner ID for Real Time Transactions.**