



Instructions for Completing MI BCBS Real Time Provider Registration

1. Complete the below provided instructions
2. Once you have completed enrollment please forward the "BCBSM Professional Provider Authorization Acknowledgement" email to enrollment-team@passporthealth.com so we can configure your account on our end for access.

If you have any questions please contact enrollment at the above mentioned email address.

Please Note: Billing Agencies: Your clients must complete and sign this paperwork, you cannot complete for them. Please have your client follow the steps outlined above and return the forms to you to return directly to Passport.

Thank you for your interest in Passport!



Blue Cross
Blue Shield
Blue Care Network
of Michigan

Real Time Provider Registration Process

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

- Go to bcbsm.com
- Select "*I Am a Provider*"
- Under the Provider Services Menu, select "*Electronic Connectivity(EDI)* "
- On the right side of the page, under "*Returning users*", select "*Update your Provider Authorization Form*"
- 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 followed prior to submitting a Real Time Transaction:

- ✓ Obtain submitter id from your Real Time submitter.
- ✓ Provider will contact EDI Helpdesk, 800.542.0945, option 1 or email EDISupport@bcbsm.com to get logon id and password; providers should have their BCBSM assigned provider id and specify Institutional, Professional, or Dental (Tax ID as well as provider id).
- ✓ 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, then provider must complete the Provider Authorization online form to register provider codes. **Do NOT enter a Unique Receiver ID (URI) 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 provider codes must be loaded again to the Provider Authorization with the Real Time submitter id. **Do NOT enter a URI 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 1 for assistance).
- ✓ Complete the Provider Authorization form online to register provider codes. **Do NOT enter a URI for Real Time Transactions.**