

Register for a Provider Connection Billing* account

What you'll need to get started:

- A designated Account Manager to register the account.
- Your Billing Service's* Tax ID (TIN) and at least one TIN/Social Security number (SSN) for a provider you are requesting to represent.
 - You can add additional TINs/SSNs after you create the account.
- The Business Associate Agreement (BAA) date. This is the date on which the contract was signed with the provider you represent.

* Billing services are hired by providers to handle billing and claims. They do not deliver healthcare services to members.

Instructions

1. Click Log In/Register in the upper right corner of the Provider Connection homepage (www.blueshieldca.com/provider).

The *Welcome to Provider Connection* screen displays.

2. Click **Create account**.
3. Select *Billing* as the account type and click **Continue**.

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[Log in/Register](#) | [Message center](#) | [Contact us](#) | [Help](#) | [Feedback](#)

Welcome to Provider Connection

Log in

Username

Password

[Show](#)

☐ Remember my username

Log in

[Forgot your password?](#) | [Forgot your username?](#)

Register as an account manager

Creating your Provider Connection account should take about 5 minutes.

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Create account

To register you'll need:

- Your organization's tax ID number
- The provider tax IDs you'd like to represent

You may also need:

- A claim from the last 3 months for some tax IDs
- The Business Associate Agreement (BAA) date for each provider

[Are you an account manager?](#) | [Not an account manager?](#)

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Account type

2

Tax ID numbers

3

Contact info

4

Account setup

Select your account type

☐

Provider

Providers deliver healthcare services to our plan members. They include doctors, hospitals, medical groups, and pharmacies.

☒

Billing

Billing services are hired by providers to handle billing and claims.

☐

MSO

Management services organizations (MSOs) contract with providers to handle many administrative services. Some MSOs own and manage the medical practices they represent.

< Back to login

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Continue

blue  of california

2

The **Tax ID numbers** screen displays.

4. Enter your Billing Service's Tax ID (TIN) and at least one TIN or Social Security number (SSN) for a provider you are requesting to represent.
 - Remember, you can add more TINs/SSNs after you create the account.
5. Click **Add**.
6. The *Enter Business Associate Agreement (BAA) date* pop-up displays. Select the BAA date and click **Continue**.
 - Remember, the BAA date is the date on which the contract was signed with the provider you represent.
7. The Provider TIN/SSN and name will populate on the *Tax ID numbers* screen. Repeat to add additional provider TINs/SSNs if desired. (Steps not shown.)
8. Click **Continue**.

The screenshot shows the 'Tax ID numbers' screen, which is the second step in a four-step account setup process. The steps are: 1. Account type, 2. Tax ID numbers, 3. Contact info, and 4. Account setup. The current step is 'Tax ID numbers'. The screen prompts the user to 'Enter the tax ID number (TIN) of the organization you work for.' and provides a text input field labeled 'Billing organization TIN' with the placeholder 'Enter TIN'. Below this, it says 'Enter a tax ID number (TIN) or a Social Security number for each provider you represent, one at a time.' and offers two radio button options: 'Tax ID' (selected) and 'Social Security number'. There is a text input field labeled 'Provider tax ID' with the placeholder 'Enter TIN' and an 'Add' button. A 'Pro tip' at the bottom states: 'Validate one tax ID now to create your account, then add the others once you're logged in.' Navigation buttons at the bottom include 'Back to account type' and 'Continue'. A red box with the number '4' is overlaid on the left side of the screen, pointing to the provider tax ID input area.

The screenshot shows a pop-up window titled 'Enter Business Associate Agreement date'. The pop-up is overlaid on the 'Tax ID numbers' screen. It displays the text '100100100 ABC MEDICAL GROUP' and 'BAA date'. Below this is a date selection interface with a calendar view for February 2023. The date '8' is selected. There are 'Cancel' and 'Add' buttons. The 'Add' button is highlighted. Navigation buttons at the bottom of the pop-up include 'Back to account type' and 'Continue'. A red box with the number '6' is overlaid on the left side of the screen, pointing to the pop-up window.

Instructions

The *Organization contact info* screen displays.

9. Complete the *Organization contact info* and *Your contact info* fields.

10. Click **Continue**.

The *Account setup* screen displays.

11. Establish your Username and Password.

12. Click **Continue**.

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Account type Tax ID numbers **Contact info** Account setup

Organization contact info

Organization name* Prospect Medical Group

Street address* 10 Duval Street

Suite/Room/Apt

City* Key West

State* FL ZIP code* 33040

Your contact info

First name* Jester Middle name L

Last name* Milkywaybar

Email address* jymen@comcast.net

Phone* 810 940-0000 Ext.

☐ This is a mobile number

[Add another phone number](#)

[Back to tax ID numbers](#)

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Continue

Account type Tax ID numbers Contact info **Account setup**

Account setup

☒ Use my email address as my username

Username

Password

Your password must include:

☐ 8-20 characters ☐ A number or symbol (123!)

☐ At least 1 lowercase letter ☐ No spaces

☐ At least 1 uppercase letter

Confirm password

[Back to contact info](#)

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Continue

The *Terms and conditions* screen displays.

- 13. Review the terms and conditions, then enter your full name (e-sign) and today's date to indicate agreement.
- 14. Click **Sign and create account**.

The *Please validate your email address* screen displays.

- 15. Click the link sent to your email address to validate your account.
 - The link expires, so follow it promptly. (If the link expires, request another one.)
 - Check SPAM if you do not receive this email.

Next steps.

- Blue Shield immediately contacts the providers you have registered to represent.
- When the first provider approves your access, we'll email you. Then you'll be able to access Provider Connection and that provider's TIN.
- You'll receive access to any additional TINs you requested as we get confirmation from those providers. (If they deny your access, we'll let you know that, too.)

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Terms and conditions

Help

To create an account, you must agree to the following terms and conditions.

Provider agreement for online access

By clicking the **Sign and create account** below, you agree to the following statement:

I am an authorized representative of a provider seeking access to Provider Connection to view claims, authorizations, and eligibility and benefits information for Blue Shield of California subscribers. I understand that Blue Shield of California is not responsible for any unauthorized disclosure or misuse of Taxpayer Identification Numbers (TINs) or Blue Shield provider identification numbers (PINs)

I understand that an account manager's role is to:

- Keep my organization's account information up-to-date
- Create and maintain accounts for others in my organization
- Supply forgotten usernames and passwords for other users
- Place a user account on inactive status (e.g., for a leave of absence)

For security reasons, users may not share login information. Doing so would constitute a violation of state and federal regulations and could place sensitive member data at risk.

Provider connection legal disclosure form for service representatives

The following declarations must remain in the affirmative and must remain factually correct.

On behalf of you, the provider whom you represent, and/or Blue Shield of California or Blue Shield of

Enter your full name and today's date to agree to our terms and conditions.

Full name / electronic signature

Enter your full name

Today's date

Select today's date

< Back to account setup

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Sign and create account

15

You're almost done!

Please validate your email address

We've emailed you a link. Click the link to finish setting up your account.