

BCBSMS/AHS Provider Application Checklist

Non-network Licensed Professional Counselor

Before beginning the Non-network Application Process, please ensure that the below listed components are current and accessible. All required documentation listed below will be accessed from your CAQH ProView® profile. Providers that are interested in establishing a provider number with BCBSMS and/or AHS for claims submission must first create a CAQH ProView® profile, or if you have already created a CAQH ProView® Profile, please ensure that you have completed your CAQH ProView® Attestation within the past 120 days and designated BCBSMS as an organization allowed to view your profile. The below components are the minimum components required to establish a provider number with BCBSMS and/or AHS. All data elements contained within your CAQH ProView® should be current at all times to ensure BCBSMS can accurately maintain and monitor your information and credentials.

Application Requirements/Required Documentation		✓
Licensure	Current, unrestricted professional licensure to practice in Mississippi with the Mississippi State Board of Examiners for Licensed Professional Counselors	
CAQH ProView Profile	Maintain a current and actively attested CAQH ProView® profile	
Tax ID Verification	Copy of IRS Form 147c letter for Tax ID verification for the clinic/facility enrolled Note: A completed and current W-9 form may be accepted if this is not available	
Electronic Claims Filing	Ability to file claims electronically either via ClearingHouse, direct or through BCBSMS myBlue Claims Direct	
Automated Clearing House for Claims Payment	Enroll in ACH for electronic payment.	