

WHICH FORMS SHOULD I COMPLETE?

- 837 Enrollment: BCBS LA Business Associate Profile (page 2)

WHERE SHOULD I SEND THE FORM(S)?

- Email to EDIservices@bcbsla.com ; OR
- Fax to (225) 298-2945

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 5-10 business days

HOW DO I CHECK STATUS?

- Email EDIservices@bcbsla.com and ask if you have been linked to Office Ally's Trading Partner ID (**P0010990**). Please include the Provider/Group Name, NPI, Tax ID, and Trading Partner ID.
- Once you receive confirmation that you've been linked to Office Ally, you may begin submitting your claims electronically.



The Business Associate Profile (BAP) form must be completed to reflect each provider/location that has authorized the Trading Partner to submit and receive Blue Cross and Blue Shield of Louisiana electronic transactions.

- Add new provider location Submitter ID for existing submitters: P0010990
- Note: This BAP form is for all electronic submissions with the exception of ERA (835) enrollment. ERA (835) enrollments will only be processed by completing the ERA Enrollment Form found at www.bcbsla.com/providers >Electronic Services >Clearinghouse Services.

Provider Name*	Provider Tax ID Number	NPI Number

*Print the provider name as it appears on each Blue Cross and Blue Shield of Louisiana Payment Register.

Provider/Clinic/Location Name	Date	Completed By
Phone Number	Email Address	

- Please allow 3-5 business days for setup.
- Provider’s NPI must already be registered with Blue Cross and Blue Shield of Louisiana. You may contact Provider Credentialing & Data Management at 1-800-716-2299, option 2 to report an NPI.

Completed forms can be faxed to (225) 298-2945 or emailed to EDIServices@bcbsla.com. For questions regarding this form, please contact EDI Services at 1-800-716-2299, option 3.