



An Independent Licensee of the  
Blue Cross and Blue Shield Association

March 2018

## Provider Directory Verification Due by March 31, 2018

**Its time for you to verify your information for our provider directory. This must be verified no later than March 31, 2018.** If you are receiving this and are not accountable for provider data, please forward this to responsible party immediately. Confirming and/or updating your information is **easy, secure, and fast!**

### Here's How:

- ✓ Log on at [availity.com](http://availity.com) and go to [Florida Blue Payer Space](#).
- ✓ Once there, select [Access, Manage and Verify your Record](#).
- ✓ Authenticate using your Florida Blue ID # and the corresponding Payee ID.
  - Groups use Group FB ID# and Group TIN
- ✓ Select the option that says "Yes, I want to start the Florida Blue Directory review".
- ✓ Even if nothing has changed, access the form and check the "no changes" box.

### Please complete the review:

- ✓ Access the red highlighted sections (expand each red section)
- ✓ If you have other updates, please add them;
- ✓ Once done, choose *attest* and *submit!*

### Stay Informed and Update Your Email Address:

- ✓ Access Communication Preferences Topic
- ✓ Add an email address and select Administrator (as type)

### Need to Register?

Register at [Availity.com](http://Availity.com) and define your users in addition to yourself. You'll be assigned the *administrator* role and can perform all functions (including provider data management). You may also register additional users and assign that role to them. We are serious about protecting your information and have additional security around the ability to view and update your records. As an administrator, you have access to this – but make sure you request the *Provider Data Management (720) role* for the users who will be responsible for maintaining the accuracy of your profile.

**NOTE: This is intended for providers who are contracted directly with Florida Blue. It includes professionals, facilities and supplier individuals and businesses ONLY. Professional Groups must be verified by the group at the group level.**