March 2018

Provider Directory Verification
Due by March 31, 2018

It's 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 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.
   o 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 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.