



An Independent Licensee of the
Blue Cross and Blue Shield Association

November 2018

Provider Directory Verification Due by December 31, 2018

It's time to verify your information for our provider directory. This must be verified no later than December 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 in to availity.com^{®1}
- ✓ Click on *Payer Spaces* located on the toolbar
- ✓ Select [Florida Blue Payer Space](#)
- ✓ Once there, select the tile labeled *Access, Manage and Verify your Record*
- ✓ Select the option that says "Yes, I want to start the Florida Blue Directory review"
- ✓ Authenticate using your Florida Blue ID # and the corresponding Payee ID
 - Groups use Group Florida Blue ID# and group tax identification number (TIN)

Note: If your Claim Payee ID is your Social Security Number/TIN select "No"

- ✓ 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.

¹Availity, LLC is a multi-payer joint venture company. For more information or to register, visit Availity's website at availity.com.