

December 2019

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## Time to Verify or Update Your Florida Blue Provider Directory Profile Information – Due by December 30!

It's time to confirm your information for our provider directories for accuracy. To verify or update your provider profile information, follow the instructions below which require being logged in to the Availity<sup>®1</sup> website. But first, you'll need to be assigned the administrator role to be able to make updates. Additional users can also be assigned this role. Learn more about this below under *Who Can Update My Profile?*

Updating or confirming your information is **easy, fast and secure**. Here's how:

### Start the Florida Blue directory review to review or update your profile:

- Log on at [availity.com](http://availity.com).
- Click on *Payer Spaces* located on the toolbar.
- Select *Florida Blue Payer Space*.
- Once there, select *Access, Manage and Verify Your Record*.
- Select *Yes, I want to start the Florida Blue Directory review*.
- Authenticate using your Florida Blue ID number and the corresponding Payee ID.
- Groups use group Florida Blue ID number 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.

### Complete the review:

- Access the red highlighted sections (expand each red section).
- If you have other updates, please add them.
- Once completed, *choose Attest and Submit*.

### Stay Informed and Update Your Phone Number, Fax Number and Email Address:

- Access *Communication Preferences* Topic.
- Add an email address and select *Administrator* (as type).
- Update Preferred Communications (Phone Number and Email Address).
- Update Critical Communications (Phone Number, Email Address and Fax Number).
- Click the box, *I have reviewed and confirmed the above information*.
- Attest the information by entering the submitter's name.
- Click *Submit Form*.

### Who Can Update My Profile?

Your profile can be updated by one or more people who've been assigned the administrator role for your practice or facility. Those in this role will be responsible for maintaining the accuracy of your profile. Register at [availity.com](http://availity.com) and define your users (including yourself). Be sure to request the **Provider Data Management (720)** role for users to be responsible for maintaining your profile. This role assignment allows one to perform all functions (including provider data management). **We protect your information with additional security** around viewing and updating your records.

For questions, please contact us at 1-800-727-2227; follow the prompts to *contract inquiries*.

<sup>1</sup>Availity, LLC is a multi-payer joint venture company. For more information or to register, visit [availity.com](http://availity.com).