



Checklist for Completing the BCBSMA* Psychiatric Nurse Practitioner Contracting Application and Agreement

Please complete the Contracting Application only if you will be rendering services to Blue Cross Blue Shield of Massachusetts (BCBSMA*) members on **October 1, 2008**, or soon thereafter. Otherwise, make sure you download the most updated contracting application at the time you plan to begin treating BCBSMA members nears.

Checklist for Steps to Complete Prior to Submitting Your BCBSMA Materials

- Apply for a National Provider Identifier (NPI) if you haven't already done so. BCBSMA cannot process your application without an NPI and will return all materials to you. To apply:
 - Go to <https://nppes.cms.hhs.gov> or
 - Call Fox Systems at **1-800-465-3203** (TTY **1-800-692-2326**) or e-mail customerservice@npinenumerator.com to request a paper application
- If you have not already been credentialed by Health Care Administrative Solutions, Inc. (HCAS), complete the Council for Affordable Quality Healthcare (CAQH) welcome kit. BCBSMA cannot begin its credentialing and contracting processes until you complete the HCAS credentialing process.
- If you are already a credentialed CAQH provider, log onto to CAQH's website (www.caqh.org) and authorize BCBSMA to have access to your credentialing information. If you are not sure of your status, please call CAQH at **1-888-599-1771**.

Checklist for Completing the PNP Contracting Application

- List your NPI in Item A.5.
- Enclose **current** copies of all documents requested on page 8 of the PNP Contracting Application.
- Check one or more boxes to indicate your covering provider arrangement in Item B.10. Group practice members will cover for each other.
- List the collaborating physician in item B.11 who is credentialed/contracted in the same networks you are applying for. Each collaborating physician must complete a Practice Guideline Statement (page 9), which the PNP must sign.
- Complete, sign, and date page 10, Section D (Representations).

Checklist for Completing the Agreements/Attachments you will receive

- Complete, sign, and date both copies of the PNP Professional Services Agreement and Group Provider Attachment (if applicable). Send **both original** copies back to BCBSMA. BCBSMA can only execute documents with original signatures.
 - Sign and complete page 38 (left hand column) of the Psychiatric Nurse Practitioner (PNP) Professional Services Agreement. If the Agreement is not included in your package, it means that an Agreement has already been/or will be executed for the practice by another member of your group.
 - Sign and complete Group Provider Attachments, if applicable.

Please remember:

- Do not write on or alter the Agreement in any way (e.g., by crossing out or using correction fluid). This will prevent us from executing the Agreement, and will delay your participation date.
- Do not submit photocopies of the Agreement or Group Provider Attachment. BCBSMA can only execute original documents with original signatures.
- Do not tear out any pages. Please leave the Agreement stapled, and send both originals back in their entirety.
- We will return one executed Agreement for your files.

* BCBSMA comprises Blue Cross and Blue Shield of Massachusetts, Inc. and Blue Cross and Blue Shield of Massachusetts, HMO Blue®, Inc.
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