



MASSACHUSETTS

Blue Cross Blue Shield of Massachusetts is an Independent Licensee of the Blue Cross and Blue Shield Association.

Certified Nurse Midwife and Certified Nurse Practitioner Contracting Application

Questions? Read our [Contracting Q & As](#).

Complete this form online. Leaving blanks will delay processing.

Send completed form to NetworkManagement@bcbsma.com or fax 617-246-4227.

If emailing, please include practitioner's Last Name, First Name in the Subject.

Blue Cross* will evaluate this application according to your ability to meet pre-established credentialing criteria and network need, as determined solely by Blue Cross.

We reserve the unqualified right to reject any and all applications, subject to the terms of this application and applicable law.

By accepting this application for evaluation, we agree that any patient-specific or identifying information, any non-publicly available information that you designate as confidential set forth in this application, and any non-publicly available information that is obtained in the application process will remain confidential unless its release is required or permitted by law, regulation, or valid court order.

Please do not apply unless you meet the global and provider type credentialing requirements.

The requirements can be viewed at bluecrossma.com/provider in [Office Resources>Enrollment>Credentialing & Recredentialing>Credentialing](#).

Each practitioner must complete the online application through the Council for Affordable Quality Healthcare (CAQH) website at <https://proview.caqh.org>.

If...	Then...
You're already a CAQH provider	<ul style="list-style-type: none"> Update all information (including expired documents). Choose the option to authorize all healthcare organizations. This will allow us to access your information.
You're not a CAQH provider	<ul style="list-style-type: none"> Log onto the CAQH website and self-register. Once registered, thoroughly complete your <i>Integrated Massachusetts Application</i> and submit all required documents.
You're not sure of your status	Call CAQH at 1-888-599-1771.

Please check one:

Q I am joining a group practice

- I am new to Blue Cross and joining a practice or facility that submits claims on a CMS-1500 or 837P

Q I am contracting as a solo provider

- I bill under a Social Security number (SSN) or a Federal Tax Identification Number (EIN) as a sole proprietor, AND
- I do not currently reimburse any practitioners for services.

Ready to send your application?

Be sure to attach a copy of your current certificate(s).

Each new group or solo practice must also attach:

- A completed Practice Application (beginning on page 8) - submit only once per practice
- An IRS Form W-9 that is signed, dated, and completed with the name and Tax ID Number (EIN) to which payments will be made. We cannot process your request without a W-9. A form is attached.

Practitioner information

Your provider type (check one only):

Certified Nurse Midwife (CNM)

Certified Nurse Practitioner (CNP)

Note: If you render care in a behavioral health group and you are a Psychiatric Nurse Practitioner (PNP), please complete the Psychiatric Nurse Practitioner application instead.

First name	
Last name	
National Provider Identifier (NPI Type 1)	
Social security number	
Date of birth	
Massachusetts license number	
New Hampshire license number	

Practice location information

Practice locations are where patients can make an appointment to see you. Each location must have a separate, designated space for providing care to patients, ensuring privacy during treatment.

Employment or start date at this practice (month/day/year) _____

This practice will be your: Primary practice Secondary practice
(If you are not the practitioner, please verify before making a selection)

Main practice location

Practice name (legal name)	
DBA (if reported to the IRS)	
Practice's tax ID number	
Practice's NPI (Type 2 if group)	
Practice address	
City, state, ZIP	
Email	
Phone to schedule appointments <i>(or Practice phone if provider does not see patients by appointment)</i>	
Fax	

Additional practice locations Check if you will provide services at additional locations that bill using the same NPI as above, and complete the last page of this form (Additional Practice Locations).

Billing address – Please let us know your remittance address.

Same as main practice location Other (please enter below)

Billing name

Address

City, state, ZIP

Email

Phone

Fax

Contract recipient – We send all contractual agreements by secure email from *Blue Cross* <echosign@echosign.com>. Add this address as a trusted sender, and check your spam or junk mail folders to make sure you are receiving our email.

If we approve this application to join a Blue Cross contract, we must email your contract Attachment A **directly to you (the practitioner)** for signature. You are required to personally sign to be legally bound to the practice's Agreement. Be sure to use an active email you check regularly.

Practitioner's email (required) _____

If you want someone to be copied when we email the practitioner, please provide their email

Welcome letter recipient – Before billing for services you provide to our members, you must register your practice with Payspan/EFT. Your welcome letter will include information about how to register.

Let us know where to email your welcome letter (required) _____

Contact person – Let us know the person to contact in case we have questions about this application. *Please note:* If we are unable to process your request due to missing information, we will notify this person via fax or email.

Name and business title

Company name

Email (required)

Phone

Fax

Practitioner availability status

It is important that you notify us promptly when your practice status changes. Are you:

Accepting new patients

Not accepting new patients

Will you offer telehealth? Yes No

I understand that to serve Blue Cross Blue Shield members, I must be contracted with the local plan where my practice is physically located. (required)

Comments: _____

Certified Nurse Practitioners only

Please note: We use the term "Nurse Practitioners" in our contracts and communications.

Check whether you will provide primary care services or specialty care services. This designation will determine how you are listed in our online directory.

Primary care (NP-primary care)

(adult medicine, family medicine, gerontology, internal medicine, pediatrics, and women's health)

An NP–primary care:

- Is a nurse practitioner who renders primary care but **does not** maintain a panel of patients
- Is **not** an NP-Primary Care Provider (NP-PCP)
- Must have a collaborating physician who is listed with Blue Cross as a primary care physician.

Specialty care (NP-specialty care)

Check all the specialties for which you are applying:

- | | |
|--|---|
| <input type="checkbox"/> Acute Care | <input type="checkbox"/> Adult |
| <input type="checkbox"/> Dermatology | <input type="checkbox"/> Family |
| <input type="checkbox"/> Gerontology | <input type="checkbox"/> Neonatal |
| <input type="checkbox"/> OB/GYN | <input type="checkbox"/> Oncology |
| <input type="checkbox"/> Pediatric | <input type="checkbox"/> Women's Health |
| <input type="checkbox"/> Other medical specialty | |

Certification – Check the organization that certifies you.

Attach a copy of your current certificate clearly showing the expiration date, or we will not be able to process this application.

American Academy of Nurse Practitioner Certification Board (AANPCB)

American Nurses Credentialing Center (ANCC)

Dermatology Nursing Certification Board (DNCB)

National Certification Corporation for Obstetric, Gynecological and Neonatal Nursing Specialties (NCC)

Oncology Nurses Certification Corporation (ONCC)

Pediatric Nursing Certification Board (PNCB)

Collaborating arrangement

I comply with all requirements of the Mass. Board of Registration in Nursing as an Advanced Practice Nurse with **more** than two years of experience. (No need to submit collaborating physician information)

I comply with all requirements of the Mass. Board of Registration in Nursing as an Advanced Practice Nurse with **less** than two years of experience. My collaborating physician information follows:

Name of physician (required)	Specialty	NPI Type 1	Hospital affiliation

Your collaborating physician must be either credentialed by and contracted with Blue Cross, or an emergency medicine physician, radiologist, anesthesiologist, or pathologist (ERAP).

Certified Nurse Midwives only

Certification – Certification by the American Midwifery Certification Board (AMCB) is a Blue Cross credentialing requirement.

Attach a copy of your current certificate clearly showing the expiration date, or we will not be able to process this application.

Physician relationship

- I confirm that I have a clinical relationship with an OB/GYN who is credentialed by and contracted with Blue Cross.

Covering arrangement (to be completed by all applicants)

Arranging for 24-hour coverage, and coverage when you are ill or on vacation, is a Blue Cross contractual requirement. Your covering providers must be participating in the same Blue Cross Products as your practice. Tell us which Blue Cross-credentialed physicians or groups will provide coverage for you:

- Members of my group practice who are credentialed by Blue Cross Other (please enter below)

	Name of physician or other group practice	NPI
1		
2		
3		

To find covering providers, use our provider directory, Find a Doctor, at bluecrossma.com.

Hospital affiliation and admitting privileges (to be completed by all nurses)

Your primary acute care hospital, if any _____

Do you have admitting privileges at this hospital? Yes No

If you do not have admitting privileges at the above hospital, please tell us who arranges for your inpatient admissions and enter their name(s) below. This arrangement will continue until you notify us of a change.

CNP only: not applicable because my collaborating physician is an ERAP

A physician with whom I have a collaborating or clinical relationship

Physicians in the practice I am joining

Physicians not affiliated with the practice I am joining

Hospitalist program

Name of physician, practice, or hospitalist program checked

List any secondary hospital affiliations that you want to appear with your name in our directory

Blue Cross Product participation

If you are joining a group practice, we will enroll you in the same Products as the group.

Your Blue Cross provider agreement requires all practice members to participate in the same Products, with limited exceptions.

CNPs: Products must also be the same as your collaborating physician's, if applicable. However, if your specialty is limited to pediatrics or neonatology, you may choose whether to participate in our Medicare Advantage Product.

Check this box if you do not want to participate in Medicare Advantage

If you are a solo provider, make your Product selection in the Practice Application that follows.

Signature waiver

Please check one box. This waiver is legally binding.

I request a waiver of Blue Cross's requirement that all participating providers personally sign Blue Cross claim forms. This waiver will allow Blue Cross to accept claim forms submitted on my behalf that bear a facsimile signature or the printed words "signature waived" in lieu of my personal signature on the claim form.

By requesting this waiver I acknowledge and undertake full personal responsibility for all claims submitted to Blue Cross on my behalf pursuant to this waiver as if I had personally signed each claim form.

I understand that claims will be submitted to Blue Cross only for services rendered by me to patients with whom I have an expressed or implied contract to render services for a fee and in accordance with the provisions of my Blue Cross provider agreement.

I decline a signature waiver and agree to personally sign every claim submission.

Release and representations by the applicant

Please read the following statements. You must sign and date this section before sending your application.

I understand that Blue Cross will re/credential participating providers pursuant to various requirements, including, but not limited to, credentialing requirements, contractual obligations, and/or regulatory requirements. My signature below will serve as a release and waiver to allow Blue Cross to access relevant information for purposes of credentialing and other quality concerns.

I release from any liability all representatives of Blue Cross for any acts performed in good faith in connection with the evaluation of this application.

I hereby affirm and represent that all statements, answers, and information in this application are true and complete to the best of my knowledge and belief.

I understand and agree that:

- Blue Cross's receipt of this application does not constitute approval or acceptance for network participation.
- I cannot provide covered services and be reimbursed as a participating provider until Blue Cross notifies me that my contract is in effect, at which time this application will become part of my contract.
- If Blue Cross accepts me for participation, information provided on this application may be made available to members, prospective members, employers, brokers, other providers, and government regulators.
- I must immediately send a *Contract Update Form* to Blue Cross when there are changes to any information in this application.
- Any misrepresentation or omission will be sufficient cause for immediate, unilateral termination by Blue Cross of any Blue Cross provider agreement.
- This release will be in effect upon the submission of this application and will remain in effect through the term of any ensuing provider contract.

Accepted and agreed to by the applicant:

Signature (required) _____

Print name _____

Date of signature _____

Send your completed, signed application and copy of your current certificate as shown on page 1.

Keep a copy for your files.

If we approve this contracting application, we will send an Attachment A for your signature.

Thank you for your interest in caring for our members.



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Practice Application

Submit this section only once per practice if you are opening a new practice or changing your practice's tax ID number

If you want a new contract with Blue Cross and your practice...	Then...
<ul style="list-style-type: none"> • Bills for practitioners' services on a CMS-1500 or 837P using an Employer tax ID, and • Has not signed a Blue Cross group contract for your provider type, and • Has not already completed a Practice Application for the provider type and tax ID number indicated below 	<ul style="list-style-type: none"> • Complete this entire Practice Application. • Please send a form for each practice member. We cannot process your request for a contract without details on each practitioner.
<ul style="list-style-type: none"> • Is a solo practice 	<ul style="list-style-type: none"> • Complete this Practice Application except for the sections on Practice members, Practice owners, and Contract recipient.

Your provider type (check one only):

Certified Nurse Midwives

Certified Nurse Practitioners

Main practice location

Solo providers: If this address is your home, please be aware that it will be shown in our directory as a "practice" address.

Same as entered on page 2 for the practitioner Other (please enter below)

Practice name (legal name)	
DBA (as it appears on the W-9)	
Practice's tax ID number (same number as on the W-9)	
Practice's NPI that you bill under (Type 2 if group practice)	
Practice address	
City, state, ZIP	
Email	
Phone to schedule appointments	
Fax	

Contract recipient – We send all contractual agreements by secure email from *Blue Cross* <echosign@echosign.com>. Add this address as a trusted sender, and check your spam or junk mail folders to make sure you are receiving our email.

If we approve this application for a new contract, we must email your agreement directly to someone authorized to sign contracts on behalf of your practice, such as *owner, partner, president*.

Authorized signer's name	Business title	Email (required)

If you want someone to be copied when we email the authorized signer, please provide their email

Contact person – Let us know the person to contact in case we have questions about this application. *Please note:* If we are unable to process your request due to missing information, we will notify this person via fax or email.

Name and business title	
Company name	
Email (required)	
Phone	
Fax	

Please list the practice owner(s)

Name	
1	
2	
3	

Communications

You must become a registered, active user of our secure website, bluecrossma.com/provider, to access the latest fee schedules, forms, policies, contractual notices, and other communications. You (or your practice) will need to keep your e-mail address current, so we can send you important notices.

If we contract with you, your welcome letter will include instructions on how to register for our website.

By checking this box, I affirm that:

Our practice agrees to comply with this requirement

Reimbursement

We use e-payment as our standard method of payment for provider reimbursement, at no cost to our providers. E-payment is a secure online direct deposit into your bank account that occurs via electronic funds transfer (EFT). Enrolling in e-payment offers an additional benefit of online access to your payment advisories. You will need to register for and use Payspan (an electronic tool for EFT and online advisories) to get reimbursement for services rendered to Blue Cross members.

If we contract with you, your welcome letter will include instructions on how to register for Payspan/EFT.

Our practice agrees to comply with this requirement

Welcome letters – Your welcome letter will include your Blue Cross Product participation and contract effective date.

Each practitioner in your group will receive a separate welcome letter showing their effective date; this is when they may begin treating our members.

Let us know where to email your practice's welcome letter

Email (required) _____

Blue Cross Product participation

Please note: All practitioners in the group must participate in the same Products.

Please check the Products you want to participate in:

All Products

HMO PPA/PPO Indemnity Medicare Advantage HMO Medicare Advantage PPO

For more information about the Products, look on bluecrossma.com/provider in [Office Resources>Plans & Products>Product Overview](#).

Practice members

How will new practice members be joined to your group contract?

By signature of each practitioner

Through binding authority

(Consult your legal counsel to ensure your practice has full and complete authority to bind practitioners to the terms and conditions of your contract for all Blue Cross Products you have requested)

Send a form for each practitioner joining your group. We cannot process your request for a contract without details on each practitioner.

If a practitioner is...	Then...
Already participating with Blue Cross	Send a <i>Contract Update Form</i> in order to join them to your group agreement. The form is on Provider Central at Forms>Contract Updates .
New to Blue Cross	Send a <i>Contracting Application</i> after they have updated their CAQH profile at https://proview.caqh.org . Download applications from Provider Central at Office Resources>Enrollment>Contracting Applications .

Release and representations by the practice

Please read the following statements. You must sign and date this section before sending your application for a new contract.

By my signature below, I represent and warrant that I am duly authorized to complete this application on behalf of the applicant and group practice named above.

I release from any liability all representatives of Blue Cross for any acts performed in good faith in connection with the evaluation of this application.

I hereby affirm and represent that all statements, answers, and information in this application are true and complete to the best of my knowledge and belief.

I understand and agree that:

- Blue Cross's receipt of this application does not constitute approval or acceptance for network participation.
- My group practice cannot provide covered services and be reimbursed as a participating provider until Blue Cross notifies us that our contract is in effect, at which time this application will become part of our contract.
- If Blue Cross accepts my practice for participation, information provided on this application may be made available to members, prospective members, employers, brokers, other providers, and government regulators.
- My practice must immediately send a *Contract Update Form* to Blue Cross when there are changes to any information in this application.
- Any misrepresentation or omission will be sufficient cause for immediate, unilateral termination by Blue Cross of any Blue Cross provider agreement.
- This release will be in effect upon the submission of this application and will remain in effect through the term of any ensuing provider contract.

Accepted and agreed to on behalf of the practice by:

Representative's signature (required)

Print name

Business title

Email (required)

Business name

Date of signature

Send your completed, signed application as shown on page 1. Keep a copy for your files.

Attach an IRS Form W-9 that is signed, dated, and completed with the name and tax ID number to which payments will be made. We cannot process your request without a W-9.

If we send you a contract, please remember that only the authorized signer may sign.

* Blue Cross refers to Blue Cross and Blue Shield of Massachusetts, Inc., Blue Cross and Blue Shield of Massachusetts HMO Blue®, Inc., and/or Massachusetts Benefit Administrators LLC, based on Product participation.

Additional Practice Locations for Appointments

Practitioner		NPI (Type 1)	
Practice name		Practice NPI (Type 2)	

Only locations where patients can make appointments to see you will be displayed in our provider directory, *Find a Doctor & Estimate Costs*.

We require a complete list of these locations, but please note that only five addresses (*including your Main practice location*) will be displayed in the directory.

For each address below, please check one box:

- **Appointments** – You see patients at this address, and they can make an appointment to see you here
- **Visits** – You see patients at this address but not by appointment (*listing these is not required*)
- **Covering** – You cover or fill-in at this address (*listing these is not required*)
- **Tests** – You read tests or perform imaging at this address (*listing these is not required*)

For the practice and NPI above, please list all additional locations *where patients can make appointments to see you*. How many copies of this page have you attached to the application?

Location name			
Address			
City, state, ZIP			
Phone to schedule appointments		Fax	
Check one (required)	<input type="checkbox"/> Appointments*	<input type="checkbox"/> Visits*	<input type="checkbox"/> Covering <input type="checkbox"/> Tests

Location name			
Address			
City, state, ZIP			
Phone to schedule appointments		Fax	
Check one (required)	<input type="checkbox"/> Appointments*	<input type="checkbox"/> Visits*	<input type="checkbox"/> Covering <input type="checkbox"/> Tests

Location name			
Address			
City, state, ZIP			
Phone to schedule appointments		Fax	
Check one (required)	<input type="checkbox"/> Appointments*	<input type="checkbox"/> Visits*	<input type="checkbox"/> Covering <input type="checkbox"/> Tests

Location name			
Address			
City, state, ZIP			
Phone to schedule appointments		Fax	
Check one (required)	<input type="checkbox"/> Appointments*	<input type="checkbox"/> Visits*	<input type="checkbox"/> Covering <input type="checkbox"/> Tests

Location name			
Address			
City, state, ZIP			
Phone to schedule appointments		Fax	
Check one (required)	<input type="checkbox"/> Appointments*	<input type="checkbox"/> Visits*	<input type="checkbox"/> Covering <input type="checkbox"/> Tests

*Each location must have a separate, designated space for providing care to patients, ensuring privacy during treatment.

Please notify us if the above information changes.

