

Dear **Ancillary** Provider,

Welcome to the Ancillary Provider Credentialing and Contracting process!

If you do not already have a Facility/Provider Record ID established with Blue Cross and Blue Shield of Texas (BCBSTX) that matches your billing information (Billing NPI and Tax Identification Number (TIN)), you must complete the [Ancillary Provider Record Request Form](#) first, located under the **Provider Onboarding Process** on our [How to Join /Network Participation](#) page, to set up your BCBSTX Provider Record ID.

Obtaining a BCBSTX Facility/Provider Record ID does not automatically activate the Blue Choice PPOSM, Blue EssentialsSM, Blue Advantage HMOSM, Blue PremierSM, MyBlue HealthSM, Blue Cross Medicare Advantage (HMO)SM, Blue Cross Medicare Advantage (PPO)SM and/or Medicaid (STAR), CHIP and STAR Kids networks.

Claims will be processed out-of-network until the provider has been approved and activated in the network. If you wish to be a contracted provider, you will need to complete the **Credentialing/Recredentialing Ancillary/Hospital Provider Questionnaire** located under the **Credentialing and Contracting Process for Ancillary Providers** section of the [How to Join/Network Participation](#) page and include the licensing, liability insurance, accreditation and additional information requirements included below.



*Please return the following documents along with your signed the
Credentialing/Recredentialing Ancillary/Hospital Provider Questionnaire:*

- Insurance:** Current **Certificate of Insurance** with Professional or General Liability including :
- **Policy Number**
 - **Effective and Termination Dates**
 - **Liability Coverage of \$1,000,000 per Occurrence and \$1,000,000 Aggregate.**

- Accreditation:** Letter/certificate from one of the following:
- *Texas Board of Orthotics and Prosthetics*
 - *Commission on Accreditation of Rehabilitation Facilities (CARF)*
 - *Board of Orthotics/Prosthetics Certification (BOC)*
 - *American Board for Certification in Orthotics & Prosthetics, Inc (ABC)*
 - *The National Board of Accreditation for Orthotic Suppliers (NBAOS)*

Exception:

- *Accreditation does not apply to a pedorthist certified by the Board for Certification in Pedorthics; and/or*
- *A pharmacist licensed by the Texas State Board of Pharmacy or a person who is working under the direct supervision of a pharmacist may practice orthotics.*

- Certification** is required by the Texas Board of Orthotics and Prosthetics for each prosthetics and/or orthotics.

If prosthetic received does not require the services of a prosthetics/orthotics, certification from the manufacturer of the product is required for the individual responsible for the fitting

- An On-Site visit must be performed by a BCBSTX Representative if you provide Mastectomy Supplies or you are a Brace and Splint Fitter or you are a Pedorthists that is not accredited by the Texas Board of Orthotics and Prosthetics.

- Proof of Medicare Certification:** CMS Certification Letter or Official Document containing your Medicare Facility ID Number.

- NPI Confirmation:** Official Document confirming your current NPI. You may also use the NPPES website.

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**Please submit above required documents along with completed
Credentialing/Recredentialing Ancillary/Hospital Provider Questionnaire
within 30 days to:**

Email: AncillaryContracting_SW@BCBSTX.com