



Questions? Please contact your EDI solutions reseller for help with EDI enrollment forms  
9/9/2011 (IE, FE)

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## Blue Cross Blue Shield – LOUISIANA Enrollment Instructions - Professional / Institutional Claims and ERA

- ✓ **BEFORE enrolling, you MUST have a Practice Insight EDI customer account # with billing provider record added.** Please contact your EDI solutions reseller to confirm your EDI account setup.
- ✓ **Make sure all required information is complete and accurate.** Recheck provider numbers to be sure they are valid and accurate. Incorrect provider IDs will cause the enrollment to be delayed or rejected.
- ✓ **Keep a copy of the completed enrollment pages.** Note the date and method of submission. Keep a copy of the completed request in case you should need to follow up or resubmit.

**FAX COMPLETED FORMS TO-  
BCBS LA EDI, 225-298-2945**

### **837-CLAIMS Billing Provider Enrollment (New) or (Change of Service)**

If the provider has NOT submitted electronic claims to this payer before, or if the provider wishes to request a CHANGE of SERVICE to authorize Practice Insight to submit claims and/or retrieve ERAs (electronic remits), the billing provider must complete and submit this form:

**1. BCBS of LA Business Associate Profile (1 page)**

ENTER: Billing Provider Name, Tax ID, and NPI. Put today's "Date" at the bottom of the form.

### **835 - ERAs Electronic Remittance Request (New)**

If the provider has never registered for ERA files, the provider must complete this form:

**1. BCBS of LA Business Associate Profile (1 page)**

ENTER: Billing Provider Name, Tax ID, and NPI. Put today's "Date" at the bottom of the form. After printing enrollment form, **please make sure you circle "835" which is found next to the billing providers NPI.**

### **835 - ERAs Electronic Remittance Request (Change of Service)**

If the provider currently receives 835 ERA files and wishes to authorize Practice Insight to retrieve their 835 ERA files, the provider must complete this form:

**1. BCBS of LA Business Associate Profile (1 page)**

**IMPORTANT:** Put ✓ Change of Service at the top of the form.

ENTER: Billing Provider Name, Tax ID, and NPI. Put today's "Date" at the bottom of the form. After printing enrollment form, **please make sure you circle "835" which is found next to the billing providers NPI.**

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## **ALLOW 2-4 WEEKS FOR PROCESSING**

*If it has been over 30 days since request was submitted and you have not yet received confirmation of enrollment, contact your reseller or software support vendor for assistance or call BCBS LA edi dept. at 225-291-4334.*

