

BlueShield Provider Credentialing

Step 1:

- Submit completed credentialing paperwork, along with required documents to BSCInitialApp@blueshieldca.com and copy BSCProviderInfo@blueshieldca.com. In the subject line*, please indicate “UCB SHIP – Special Handling”.
 - Credentialing turnaround time is between 90 and 120 days and providers will receive a letter confirming credentialing is completed.
 - Required documents that must be submitted with credentialing application include:
 - Professional Malpractice Liability Insurance Certificate,
 - Medical License,
 - Curriculum Vitae (require 5-year work information without a 6-month gap, or explanation is required),
 - Board Eligibility/Certification (if applicable), and DEA Controlled Substance Registration Certificate (if applicable).
 - If the provider is a CAQH participant, the provider can complete and submit a “Provider Application Request Form” (for CAQH participant only). Once the process is completed, the application is sent to Blue Shield’s Credentialing Committee, where the director will review and approve. The Credentialing Committee meets every Friday. Once approved, an email notification will be sent. (If email is not available, a letter will be mailed.)
- * Please note, in the subject line MUST include “UCB SHIP – Special Handling”.
- ** For credentialing applications, please visit Join The BSC Provider Network (see below).
- *** For additional resources, please visit Resources For Prospective Providers.

Step 2:

- Once credentialing status is confirmed, providers may submit their practitioner application and signed model agreement (AAPA or IPPA) to BSCProviderinfo@blueshieldca.com. In the subject line, please indicate “UCB SHIP – Special Handling”. For Provider Contracting applications, please visit [Join The BSC Provider Network](#) or contact our Provider Information and enrollment team at (800) 258-3091 option 3 or email BSCProviderInfo@blueshieldca.com.
- Provider application process can take approximately 45 days. Providers are notified via email once the contract has been approved and executed. (If email is not available, a letter will be mailed.) To follow up on status, please contact the Blue Shield Provider Information and Enrollment Team at (800) 258-3091 option 3.

Additional Credentialing Notes:

- Blue Shield works with Council for Affordable Quality Healthcare, Inc. (CAQH) to streamline the Provider Application process and encourages using CAQH to complete, and maintain, applications through their on-line ProView application. Blue Shield will use CAQH to receive your completed Provider Application.
- If providers work with CAQH, they can complete and submit a “Provider Application Request Form (for CAQH participant only).
- If a provider is not registered with CAQH, they can register by using this link <https://proview.caqh.org/PR/Registration> AND submit the “Provider Application Request Form (for CAQH participant only).
- Blue Shield of California can not accept pdf attachments sent through “the cloud”. Pdf attachments must be uploaded from a computer onto the email.