

Blue Cross and Blue Shield of Louisiana (Louisiana Blue) classifies the following providers as facilities. If you are one of these provider types, use this guide to identify the forms you should submit to Louisiana Blue to establish your credentials or update your information.

- Ambulance Service
- Ambulatory Surgical Center
- Birthing Centers
- Cardiac Cath Lab (Outpatient)
- Diagnostic Services
- Dialysis Facility
- DME Supplier
- Emergency Room Professional Group
- Home Health Agency
- Home Infusion
- Hospice
- Hospitals
- Infusion Therapy Provider
- IOP/PHP Psych/CDU
- Laboratory
- Lithotripsy/Orthotripsy
- Nursing Home
- Radiation Center
- Residential Treatment
- Retail Health Clinic
- Skilled Nursing Facility
- Sleep Lab/Center
- Specialty Pharmacy
- Urgent Care Clinic

Special Exceptions

Most clinics and group practices consider themselves to be facilities, but Louisiana Blue treats them as professional providers. Submitting facility forms will not update information for their physicians, nurse practitioners, physician assistants or other clinicians. Please use the Louisiana Blue professional forms to make updates.

Emergency room professional groups are an exception to this rule. Louisiana Blue treats emergency room professional groups as facilities. Please use the Louisiana Blue facility forms to update the provider record of an emergency room professional group.

Many **rural health clinics** and **Federally Qualified Health Centers** also view themselves as facilities. Louisiana Blue treats these entities as professional providers. These organizations should complete the Louisiana Blue professional forms.

Facility Credentialing and Application Packets

Facilities should use the following packets.

- **Facility Credentialing Packet Participating** – Apply to participate in our networks as a facility provider.
- **Facility Nonparticipating Record Application** – Obtain a provider record to file claims as a nonparticipating facility provider.

To find these packets, visit www.lablue.com/providers, choose "Network Enrollment," then "Join Our Networks," select "Facilities and Hospitals" and then "Join Our Networks."

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Facility Provider Update Forms

Facilities use the forms below to notify Louisiana Blue of changes or additions to their demographic information.

- **Facility Update Request Form** – Update your demographic and contact information (i.e., correspondence, billing and medical records).
- **Facility Tax Identification Number (TIN) Change Form** – Submit Tax ID changes.
- **Add Facility Location Form** – Add new facility locations.
- **National Provider Identifier (NPI) Change Form** – Submit NPI number changes.
- **Request for Termination Form** – End network participation or close a provider record.
- **Electronic Transactions Transfer (EFT) Change/Termination Form** – Update your EFT payment information or cancel receiving payments via this method.

To find these forms, visit www.lablue.com/providers, choose “Resources,” then “Forms.” Under “Facility Change Forms,” select a link based on the type of change you are making to access the applicable update form.

Need Additional Guidance?

If you have additional questions or need further assistance determining the appropriate forms to use, please email PCDMstatus@lablue.com.