

MEDICAID PROVIDER BULLETIN

July 2018

Update your provider demographics via the *Provider Maintenance Form*

Anthem Blue Cross and Blue Shield Medicaid (Anthem) professional and professional ancillary providers should now submit changes to their practice profile using our online *Provider Maintenance Form*.

The form is available on both the provider website and the Availity Portal.

Online update options include:

- Adding address location.
- Name change.
- Provider leaving a group or a single location.
- Changing phone/fax number.
- Closing a practice location.
- Many more options.

Visit the resource page at <https://mediproviders.anthem.com/ky> to view more change options. The new online form can be found at <https://mediproviders.anthem.com/ky> > Medical > Provider Forms > *Provider Maintenance Form*. The *Provider Maintenance Form* is also located on the Availity Portal and can be found at <https://www.availity.com> > Kentucky > Payer Spaces > Anthem Blue Cross and Blue Shield Medicaid > Resources > *Provider Maintenance Form*.

Important information about updating your practice profile:

- Change requests should be submitted using the online [Provider Maintenance Form](#).
- Submit the change request online. There is no longer a need to print and mail, fax or email demographic updates.
- You will receive an autoreply email acknowledging receipt of your request and another email when your submission has been processed.
- For change(s) that require(s) submission of an updated *W-9* form or other documentation, attach them to the form online prior to submitting.
- Change requests should be submitted with advance notice.
- Contractual agreement guidelines may supersede the effective date of the request.

You can check your directory listing in the Anthem online provider directory. The Anthem provider directory is used by consumers, members, brokers and providers to identify in-network physicians and other health care providers supporting Anthem members. To ensure Anthem has the most current and accurate information, please take a moment to access the online provider directory at <https://mediproviders.anthem.com/ky> and review how you and your practice are being displayed.

<https://mediproviders.anthem.com/ky>

Anthem Blue Cross and Blue Shield Medicaid is the trade name of Anthem Kentucky Managed Care Plan, Inc., independent licensee of the Blue Cross and Blue Shield Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. AKY-NU-0090-18 July 2018

