

BlueShield Provider Credentialing & Recredentialing

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 for the UCB SHIP network only is approximately 90 – 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, 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 for **UCB SHIP network only** can take about 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 that are sent through “the cloud”. PDF attachments must be uploaded from your computer to the email.

IMPORTANT: Recredentialing is required every thirty-six (36) months:

- All providers’ credentials are approved and valid for thirty-six (36) months. Recredentialing process will take place six (6) months prior to a providers’ recredentialing due date. It is the providers’ duty to keep us informed of any changes that occur within the recredentialing cycle (36 months), and most importantly, it is the providers’ responsibility to keep their credentials up to date.
- Six (6) months prior to the provider’s credentialing expiring, Blue Shield will make three (3) attempts to reach out to the provider to notify them that they will need to be re-attest to be recredentialled. This information is also outlined on our [Provider Connection Site](#) under [Procedures for Providers Continuing Participation in the Blue Shield Network](#). Failure to submit the recredentialing documents timely will result in termination from the Blue Shield of California network/Custom UCB Network. Incomplete applications cannot be processed; therefore, it is vital that providers include all of the [required documents](#).
- For providers who are a CAQH participant, they must re-attest every 120 days and are required to upload a current Certificate of Insurance, License, and other applicable documents. For additional information, please visit the [CAQH FAQ page](#). Please note, it is imperative that providers do not have a gap in the credentialing effective date. Otherwise, a brand new contract will be required. Should providers need any assistance with recredentialing, contact our Provider Information and Enrollment (PIE) team at (800) 258-3091 option 3.