



TRANSPARENCY IN COVERAGE

Quick Reference Guide



How to Change from Using a Social Security Number
to an Employer Identification Number



Transparency in Coverage Rule (TCR)

The Transparency in Coverage rule changes include:

Machine Readable Files

We're required to make two machine readable files available to the public detailing:

- › In-network rates
- › Out-of-network allowed amounts

Introduction

This Quick Reference Guide provides a checklist of steps to change from using a Social Security Number (SSN) to an Employer Identification Number (EIN) — also called a Tax Identification Number (TIN).

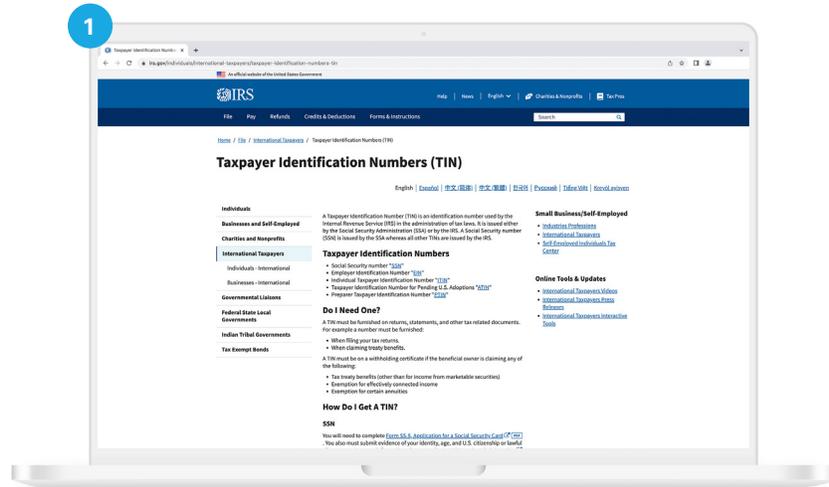
Here's a checklist of steps to follow with details about each step on the following pages:

- › Request EIN from irs.gov.
- › Complete Employer ID/Provider Tax ID Number Change Request form and include a copy of your IRS confirmation forms (147C, SS4 or CP575G).
- › Update CAQH® Solutions ProView® and provide EIN/TIN.
- › Update Change HealthCare with EIN/TIN.
- › Complete registration for a new Organization on Availity®.

Note: You'll need access to the current claims and payment information under the SSN in the original Availity Organization and then you'll need to create a new Organization tied to your existing Availity User ID for your new EIN/TIN.

Step 1: Obtain EIN from the Internal Revenue Service (IRS) website:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>



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Employer ID/Provider Tax ID Number Change Request

Due to recent Transparency in Coverage Act requirements, some providers have asked for an easy way to change their provider identification number from a Social Security Number (SSN) to an Employer Identification Number (EIN) – also known as a Federal Tax ID Number (TIN). This short form can be used in place of the Change of Ownership (CHOW) form for simple SSN to EIN changes.*

Please complete this form if you wish to change your practice's provider ID from an SSN to an EIN/TIN.

Once complete, you'll need to email this form to PNS_GM@BCBST.com along with your 147-C IRS confirmation letter. Your information will be updated in our systems within 30 business days. You'll also need to refer to [this guide](#) to make sure your information is updated with CAQH, Change Healthcare and Availity®.

* Please note: If this change is related to changing ownership or control of your practice, not just your provider ID, you'll instead need to complete and submit our "Facility, Ancillary Provider and Professional Group Change of Ownership Notification Form." You can find that form and directions in the [Forms & Documents](#) section at provider.bcbst.com.

Provider Information

Legal Business Name: _____

"Doing Business As" Name: _____

National Provider Identifier (NPI): _____

SSN Previously Associated With Your Practice: _____

New TIN/EIN: _____

I've attached my 147-C IRS confirmation letter.

BlueCross BlueShield of Tennessee | 1 Cameron Hill Circle | Chattanooga, TN 37402 | bcbst.com

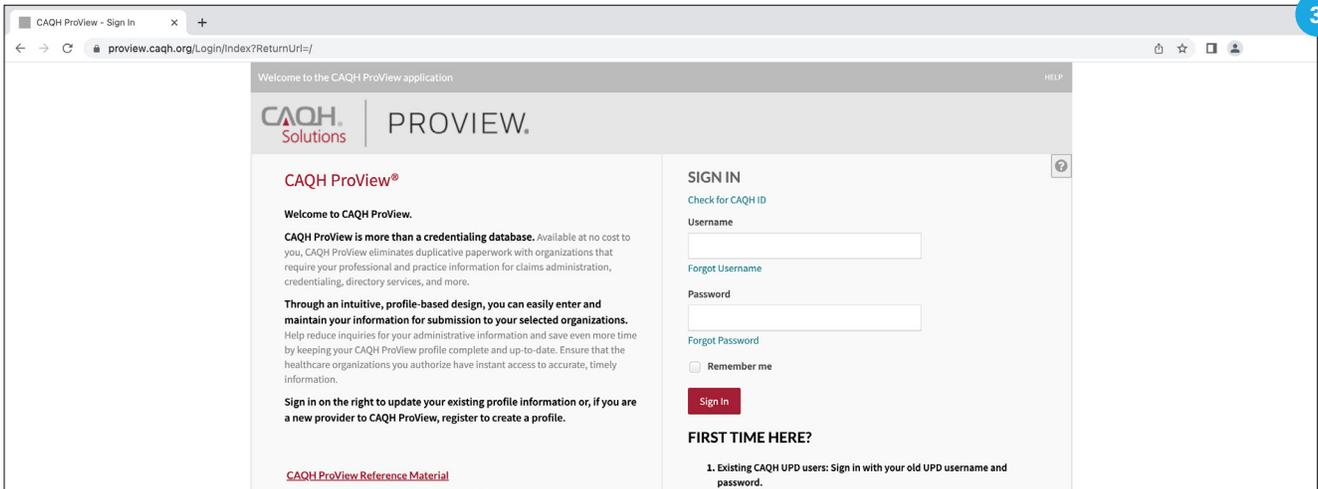
BlueCross BlueShield of Tennessee, Inc., an Independent Licensee of the Blue Cross Blue Shield Association | 22PCD1804613 (09/22)

Step 2: Enter all information on the Provider Tax ID/Employer identification Number Change Request form.

Email completed form and a copy of the 147-C IRS confirmation letter for you new EIN to PNS_GM@BCBST.com.

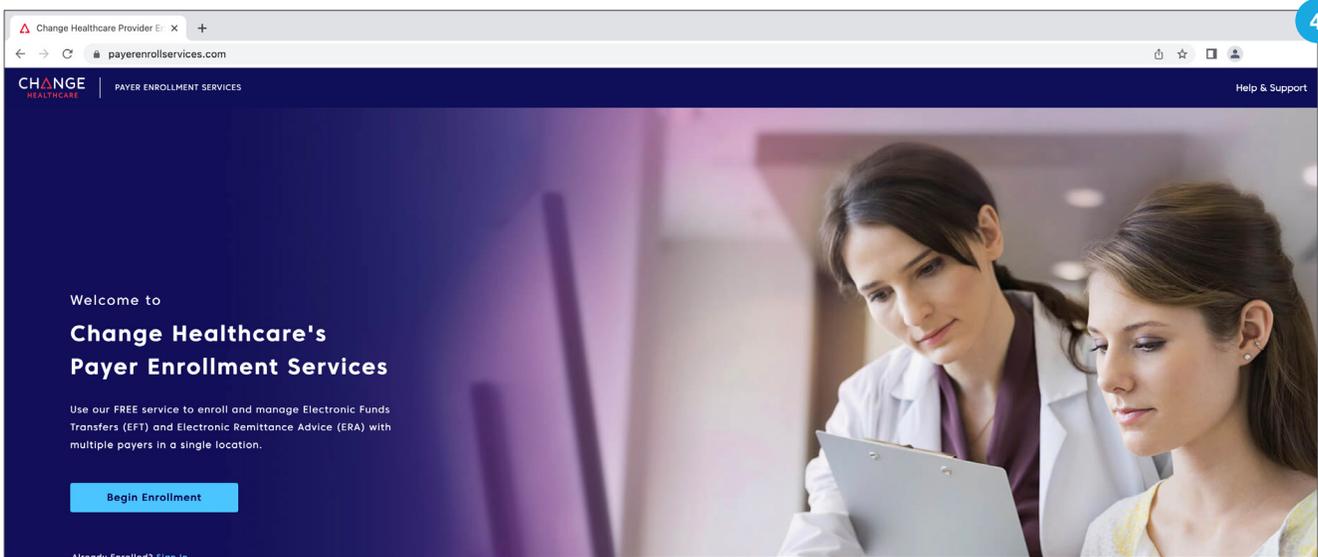
Step 3: Update new EIN/TIN on CAQH ProView.

<https://proview.caqh.org/Login/Index?ReturnUrl=/>



Step 4: Update Change HealthCare site with new EIN/TIN.

<https://payerenrollservices.com/>

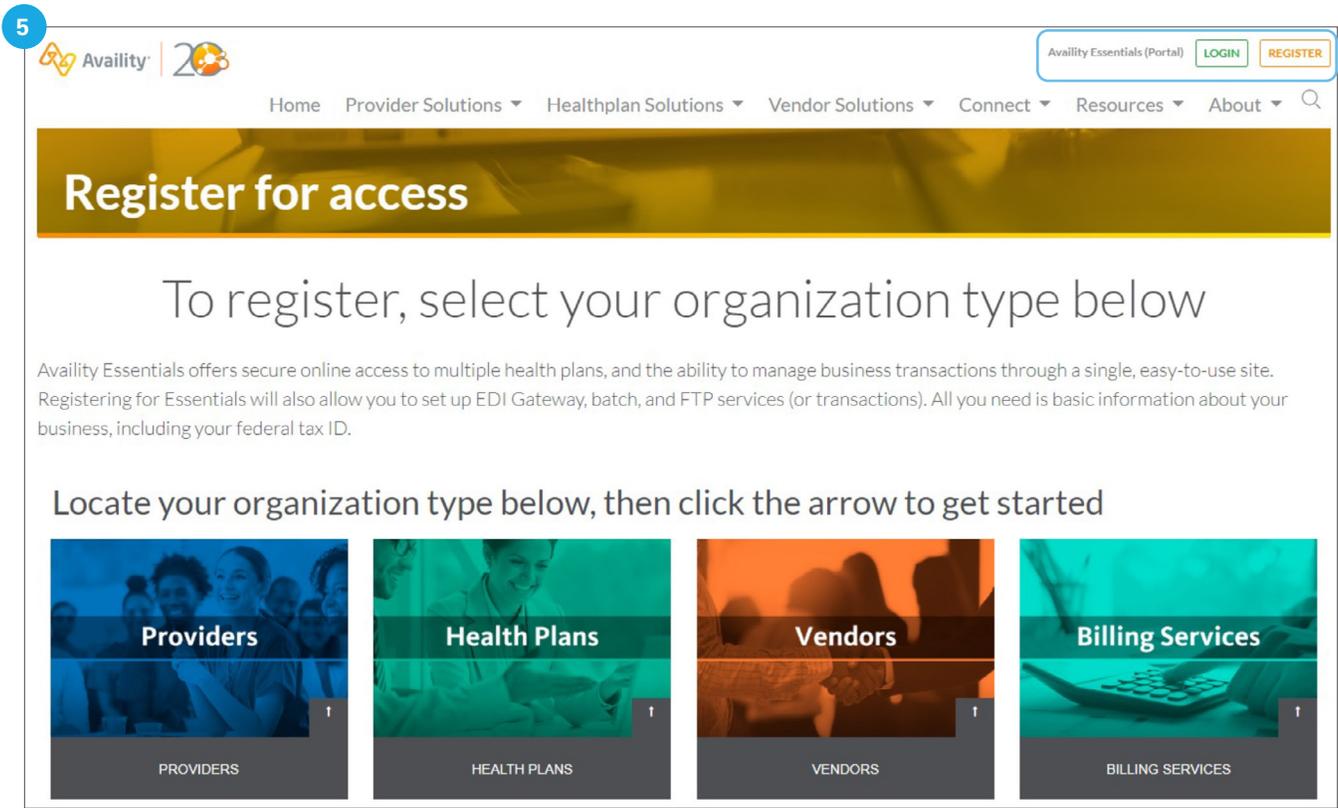


Step 5: Register for a new Organization in Availity.

<https://apps.availity.com/web/onboarding/portal-entry/#/create-account>

Note: The purpose of registering for a new Organization using the newly assigned EIN/TIN rather than changing your current Availity Organization from the SSN to the EIN/TIN is to see the claims and payment information managed under the SSN, as well as future claims and payments that will be listed under the EIN/TIN.

- › Click Register in Availity.
- › Select Providers as the Organization Type.



Step 6: Complete the registration process by entering the requested information of each screen. Example screens will be listed through page 8.

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Availity

1 About Me 2 Organization Info 3 Confirmation 4 Next Steps

MY REGISTRATION IS

1%

Complete

What's Next? **Secure My Account**

Availity helps you...

- Check benefits.
- Streamline claims.
- Collect payments from patients.
- Track reimbursements.
- Work with many payers.

About Me

Fields Marked with an asterisk * are required

* Do you have an Availity User ID?

No, I am **New** to Availity.

Yes, I have an Availity User ID.

Fields Marked with an asterisk * are required

* User ID

* Password

I agree to be one of the administrators for this account.

[Sign Up](#)

Availity

1 About Me 2 Organization Info 3 Confirmation 4 Next Steps

MY REGISTRATION IS

14%

Complete

What's Next? **Organization Information**

From the first encounter with new patients to the final claims resolution, Availity gives you information you need in real-time.

About Me

Fields Marked with an asterisk * are required

Full Legal Name

* First Name

* Last Name

I'd like to use my nickname and not my legal name for this account.

* What do you do the most?

Health Plan Representative

Personal Phone Number

* My Phone Number

* Type

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Availity

1 About Me 2 **Organization Info** 3 Confirmation 4 Next Steps

MY REGISTRATION IS



29%

Complete

What's Next? **Affiliations**

If your organization has multiple locations, tell us about the one where most of the administrative work happens.

Organization Information

Fields Marked with an asterisk * are required

Organization Setup

* Organization Name
Enter the name of the company you work for.

* Organization's Tax ID

* Organization Phone Number

Organization's Physical Address

* Street Address

* City * State * ZIP / Postal Code

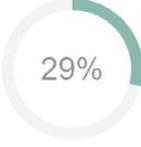
Billing and physical address are the same.

[Next](#)

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MY REGISTRATION IS



29%

Complete

What's Next? **Affiliations**

If your organization has multiple locations, tell us about the one where most of the administrative work happens.

Organization Information

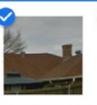
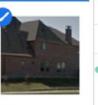
Fields Marked with an asterisk * are required

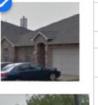
Organization Setup

* Organization Name
Enter the name of the company you work for.

* ZIP / Postal Code

Select all images with chimneys




[VERIFY](#)

MY REGISTRATION IS



Complete

What's Next? **Organization Partnership**

Where health care connects.

Availity makes it easier for health plans and providers to exchange clinical, administrative and financial information about members' care.

Organization Information

What types of solutions can we help you with?

It's okay to choose more than one.



ADMINISTRATIVE

- Authorization and referrals (278)
- Claims and encounters (837 I,P,D,E)
- Cost estimator tools
- Eligibility and benefits (270/271)
- Member ID card viewer
- Patient payment processing



CLAIMS AND PAYMENT MANAGEMENT

- Claim attachments
- Claim corrections
- Claim status
- Health plan/payer proprietary data
- Overpayment recovery
- Remittances
- Secure messaging



PROVIDER DATA MANAGEMENT

- Active data surveillance
- Business profiles
- Credentialing
- Directory verification (CMS mandate)
- Key staff identification



RISK AND QUALITY

- Admission/discharge/transfer and lab (HL7/ORU)
- Care gap reminders
- Medical record acquisition
- Panel roster
- Patient care summary (including EMR integration)
- Risk and quality (HEDIS attestations)
- Risk assessments



INTELLIGENT GATEWAY SERVICES

- Availity Insights (business intelligence)
- Clearinghouse services for HIPAA and related transactions
- Hosting services
- Trading partner management

What do you do for your organization?(you can select more than one)

It's okay to select more than one.

- Accounts Receivable/AR Specialist
- Advertising/Marketing Specialist
- Appeals/Overpayment
- Business Analyst
- Claims Manager
- Clinical Case Manager
- Collections/Insurance Collector
- Compliance Officer
- Coordination of Benefits
- Credentialing Specialist
- Data Analyst
- EDI Analyst/Manager
- Eligibility & Benefits Specialist
- Information Systems Specialist
- IT (Information Technology)
- Learning and Documentation
- Operations Analyst/Director
- Prior Authorizations/Authorizations Coordinator
- Project Manager
- Provider Data Management
- Provider Engagement
- Provider Representative
- Referrals/ Referrals Coordinator
- Revenue Program Manager



- Risk & Quality Management Specialist
- Security
- Third-party Administration
- Vendor Procurement

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Availity

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MY REGISTRATION IS



83%

Complete

What's Next? **Next Steps**

Check this information carefully. We'll prepopulate the information you provide in various form in the Provider Portal, including the provider directory your payers use.

Confirmation

Registration Review

ACCOUNT INFO

Email ABCMedical@gmail.com

User ID FDanielQA

ABOUT ME

Name F Daniel

Phone Number (423) 535-5555

[Edit](#)

ORGANIZATION INFO

Organization Name ABC Medical Group

Organization Tax ID 621231234

Physical Address 1 Cameron Hill Circle Chattanooga, TN 37402

Billing Address 1 Cameron Hill Circle Chattanooga, TN 37402

[Edit](#)

[Back](#) [Looks good! Continue](#)



MY REGISTRATION IS



Complete

Welcome to Availity!
Your workday just got easier.

Next Steps

Thank you for registering with Availity.

Your application ID is **3215507**.

What's next?

- We are processing your application. Someone from Availity will contact you in 3-5 business days.
- We'll send an email to ABCMedical@xmaltemai.com with next steps.

If you have questions, contact StrategicAccountManagement@availity.com. Please have your application ID available.

Print

eBusiness Contact Information

Hours: Monday – Thursday, 8:00 a m – 6:00 p m
Friday, 9:00 a m – 6:00 p m

Phone: (423) 535-5717, opt. 2

Chat: Chat with Payer on the **BlueCross Payer Space**

East Tennessee
Marketing Consultant

Faith Daniel

(423) 535-6796

Faith_Daniel@bcbst.com

Middle Tennessee
Marketing Consultant

Faye Mangold

(423) 535-2750

Faye_Mangold@bcbst.com

West Tennessee
Marketing Consultant

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