

May 1, 2015

Reminder: Requirement to Validate Provider Information – Deadline June 30

Dear Provider:

This letter is to remind you of the requirement to review and verify practice information twice per year, a practice implemented by CareFirst BlueCross BlueShield and CareFirst BlueChoice, Inc. (CareFirst) in 2014.

How Can This Requirement Benefit Your Practice?

Validating your practice information may benefit your office directly, including:

- Accurate delivery of mail and email notifications
- Reduced errors in reimbursement
- Additional Members locating your practice
- Faster claims processing

Follow 3 simple steps to fulfill the requirement:

1. Login at www.carefirst.com/providerlogin to update your information twice per year:
First between January 1 and June 30; and a second time between July 1 and December 31
2. The second validation should occur no less than 3 months after the first validation.
3. Additionally, any time your information changes; you must update your files.

Are You Ready to Update Your Data Now?

Login at www.carefirst.com/providerlogin to update your information in the *CareFirst Direct Inquiries* tab. Step-by-step instructions for updating your information are available online at www.carefirst.com/providerguides --> Miscellaneous → Step-by-Step Guide to Verify Your Data Online.

Questions?

Please contact your Provider Relations Representative. Contact information is available at www.carefirst.com/providerrep.

Sincerely,



Jason Gajewski
Director, Provider Information & Credentialing