

# PROVIDER QUICK POINTS

## PROVIDER INFORMATION

### Provider Directory Validation (PDV) Tool

Blue Cross and Blue Shield of Minnesota and Blue Plus (Blue Cross) is required to maintain accurate provider network directories for the benefit of Blue Cross subscribers in accordance with regulatory requirements.

Providers are required to notify Blue Cross when changes to the following occur:

- Practitioner Changes, including additions and terminations
- Addresses (changes, new locations and closure of locations)
- Phone Numbers
- Tax ID or NPI
- Acceptance of new patients
- Office hours or other changes that affect availability

Blue Cross has an online tool (PDV) available for providers to review and/or validate their demographic information as it is reflected in Blue Cross' provider record. Providers should review the accuracy of the information contained in the tool at least quarterly and at any time a change is required.

The PDV tool can be accessed from the Availity Provider Portal via single sign on. *Please see resources below for detailed instructions.*

Providers that identify needed updates will be prompted to submit changes via the current demographic change processes outlined on the provider website: <https://www.bluecrossmn.com/providers/provider-demographic-updates>.

Providers should allow up to 45 days after submitting changes for the PDV tool to display the changes made.

### Resources

#### Blue Cross Provider Website under Education Center

Instructions for using the PDV tool: <https://www.bluecrossmn.com/providers/education-center>

Link to provider change forms: <https://www.bluecrossmn.com/providers/provider-demographic-updates>

## Availity

Providers that are already registered with Availity can use your existing login information or, if not registered, follow the registration process.

[Register and Get Started with Availity Essentials](#)

<https://apps.availity.com/availity/Demos/Registration/index.htm>

[https://apps.availity.com/availity/Demos/Availity\\_Portal\\_Registration.pdf](https://apps.availity.com/availity/Demos/Availity_Portal_Registration.pdf)

## **Questions?**

If you have questions, please contact provider services at **(651) 662-5200 or 1-800-262-0820**.