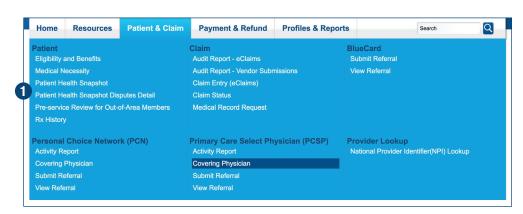**BlueCross BlueShield of Alabama**

An Independent Licensee of the Blue Cross and Blue Shield Association

*Primary care physicians, physician assistants and nurse practitioners under the same tax ID as the physician are automatically considered covering physicians.*

*If additional covering physicians are needed, primary care physicians may sign in to **ProviderAccess**, and follow the steps below to add or edit covering physicians.*
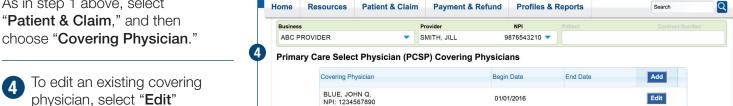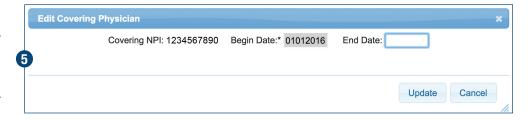
## To add a covering physician:

**1** Select "**Patient & Claim**," and then choose "**Covering Physician**."

**2** Select "**Add**."

**3** Enter the covering physician's NPI. Include the Begin Date, End Date (optional), and select "**Save**."

**1**

| Home | Resources | Patient & Claim | Payment & Refund | Profiles & Reports | Search |
|------|-----------|-----------------|------------------|--------------------|--------|

**Patient**
- Eligibility and Benefits
- Medical Necessity
- Patient Health Snapshot
- Patient Health Snapshot Disputes Detail
- Pre-service Review for Out-of-Area Members
- Rx History

**Claim**
- Audit Report - eClaims
- Audit Report - Vendor Submissions
- Claim Entry (eClaims)
- Claim Status
- Medical Record Request

**BlueCard**
- Submit Referral
- View Referral

**Personal Choice Network (PCN)**
- Activity Report
- Covering Physician
- Submit Referral
- View Referral

**Primary Care Select Physician (PCSP)**
- Activity Report
- Covering Physician
- Submit Referral
- View Referral

**Provider Lookup**
- National Provider Identifier(NPI) Lookup

**2**

| Home | Resources | Patient & Claim | Payment & Refund | Profiles & Reports | Search |
|------|-----------|-----------------|------------------|--------------------|--------|

| Business | Provider | NPI | Patient | Contract Number |
|----------|----------|-----|---------|-----------------|
| ABC PROVIDER | SMITH, JILL | 9876543210 | | |

**Primary Care Select Physician (PCSP) Covering Physicians**

| Covering Physician | Begin Date | End Date | Add |
|--------------------|------------|----------|-----|

**3**

**Add Covering Physician** ✕

Covering NPI:* [ ]    Begin Date:* [ ]    End Date: [ ]
(MMDDYYYY)    (MMDDYYYY)

Save    Cancel

## To edit a covering physician:

As in step 1 above, select "**Patient & Claim**," and then choose "**Covering Physician**."

**4** To edit an existing covering physician, select "**Edit**" to the right of the provider you wish to change.

**5** Enter the Begin Date, End Date (optional), and select "**Update**."

**4**

| Home | Resources | Patient & Claim | Payment & Refund | Profiles & Reports | Search |
|------|-----------|-----------------|------------------|--------------------|--------|

| Business | Provider | NPI | Patient | Contract Number |
|----------|----------|-----|---------|-----------------|
| ABC PROVIDER | SMITH, JILL | 9876543210 | | |

**Primary Care Select Physician (PCSP) Covering Physicians**

| Covering Physician | Begin Date | End Date | Add |
|--------------------|------------|----------|-----|
| BLUE, JOHN Q. NPI: 1234567890 | 01/01/2016 | | Edit |

**5**

**Edit Covering Physician** ✕

Covering NPI: 1234567890    Begin Date:* 01012016    End Date: [ ]

Update    Cancel

*National Provider Identifier (NPI)*