Log in to **ProviderAccess**, hover over **Patient & Claim** and then click on “Claim Entry (eClaims).”

Choose the correct **Business** and **Provider** from the drop-down boxes in the Selector. Click “New Claim.”

Choose your patient from the **Patient Information** list or if they are not listed, enter contract number, first and last name and, date of birth and click “Continue.”
Choose the correct Claim Type and add a Patient Account Number. This is a unique identifier for the provider. Click Next.

Choose the correct Code Set, ICD-9 or ICD-10, depending on the date of service for the claim. ICD-10 for dates of service on or after 10/1/2015. Enter your Diagnosis Code(s); click “Add” after each one has been entered. Enter Claim Line. Click “Add.” Add any additional lines as needed. Then click “Next.”

Choose any check boxes that are applicable on the Claim Information screen and then click “Submit eClaim.”

For additional help please contact:

Provider eSolutions 205-220-6899
Provider Networks Consultant 866-904-4130

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