



WYOMING

An independent licensee of the Blue Cross and Blue Shield Association

BCBSWY Directory Validation Training Guide

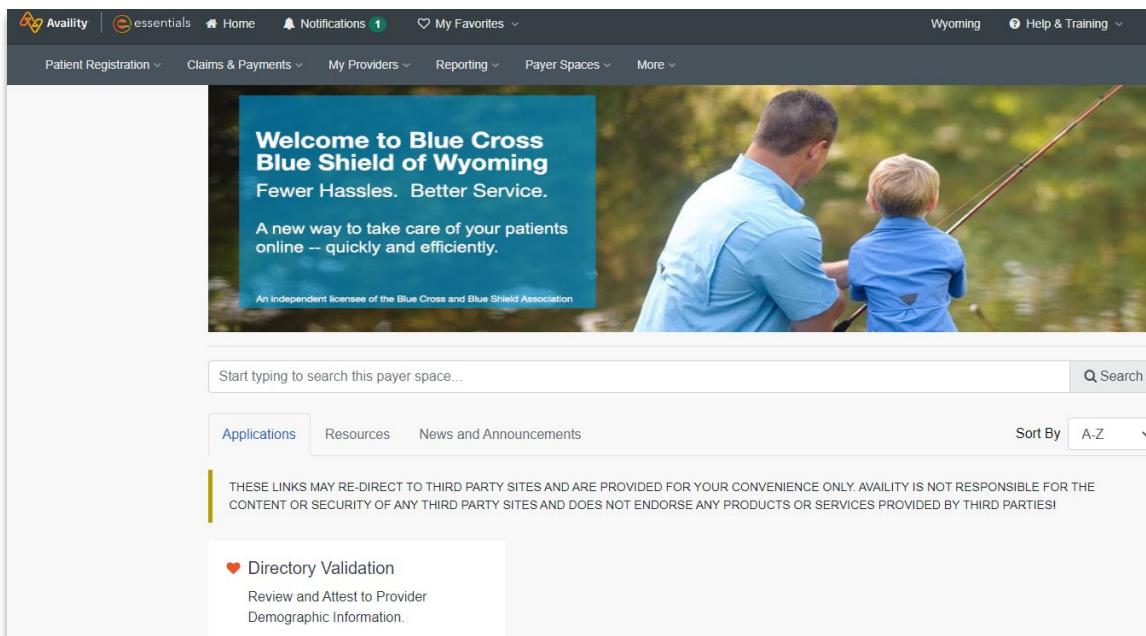
6/16/2022 Version 1.1

Overview:

In order to help facilitate compliance with the No Surprises Act (NSA) provider directory validation requirements, Blue Cross Blue Shield of Wyoming (BCBSWY) has developed a Directory Validation tool on the Availability Portal. This tool allows you to review and confirm name, address, contact information, and providers affiliated with your organization online. The NSA requires you confirm this information with us every 90 days so your information can continue to be listed in our public directory.

Directory Validation:

1. From the BCBSWY Payer Space you can access the Directory Validation tool.



2. Once you open the tool, you will be asked to select “**Select an Organization**” and a provider from the “**Select a Provider**” drop-down menu. This must be populated with either the provider’s name or the clinic. Select “**Submit**.” Please make sure to select a provider. **Note: If no provider is selected, you will be unable to validate any information.**

(See next page.)

Directory Validation

Select an Organization

Select...

X

▼

Select a Provider (Optional)

Select...

▼

Cancel

Submit

3. From here, you should review all providers tied to the tax ID of the provider you selected. You may review the provider of interest by clicking the word “Select”.

PROVIDER DATA MAINTENANCE

Select Provider

You have access to update and maintain the providers listed below. Please select a provider to begin.

	Provider Name	Tax ID	NPI	Type	Last Date of Validation
Select	Washakie Medical Center	830249708	1255368593	HOSPITAL	01/01/2022

4. The next step is to review your General Group Information. Make sure your group name, NPI, and website are listed correctly.

General Group Information

*Is this general group Information listed below correct? Yes No

5. If everything is correct select “**Yes**.” If there are changes needed, select “**No**.” You will be asked to reach out to Provider Relations.

To Update Your Information

[Close](#)

Call BCBSWY Provider Relations at 1-888-666-5188

6. Next you will need to review your Group Address and any providers affiliated with that location.

To review the provider list, select the  next to the address. If the information is correct select “**Yes**.”

General Group Address

***Is the Group's location information correct?** Yes No

7. Finally, you will be asked to review the number we have on file for patient appointments. If the number is correct select “**Yes**.”

Patient Appointment Schedule Phone Number

***Is the telephone number for patients to schedule appointments correct?** Yes No

8. If all your answers are “**Yes**,” you can select the “**Validate**” button at the top of the page and your confirmation will be sent to us. If you have additional providers to review you can select “**Select Provider**,” and it will return you to the previous screen.

[Validate](#)

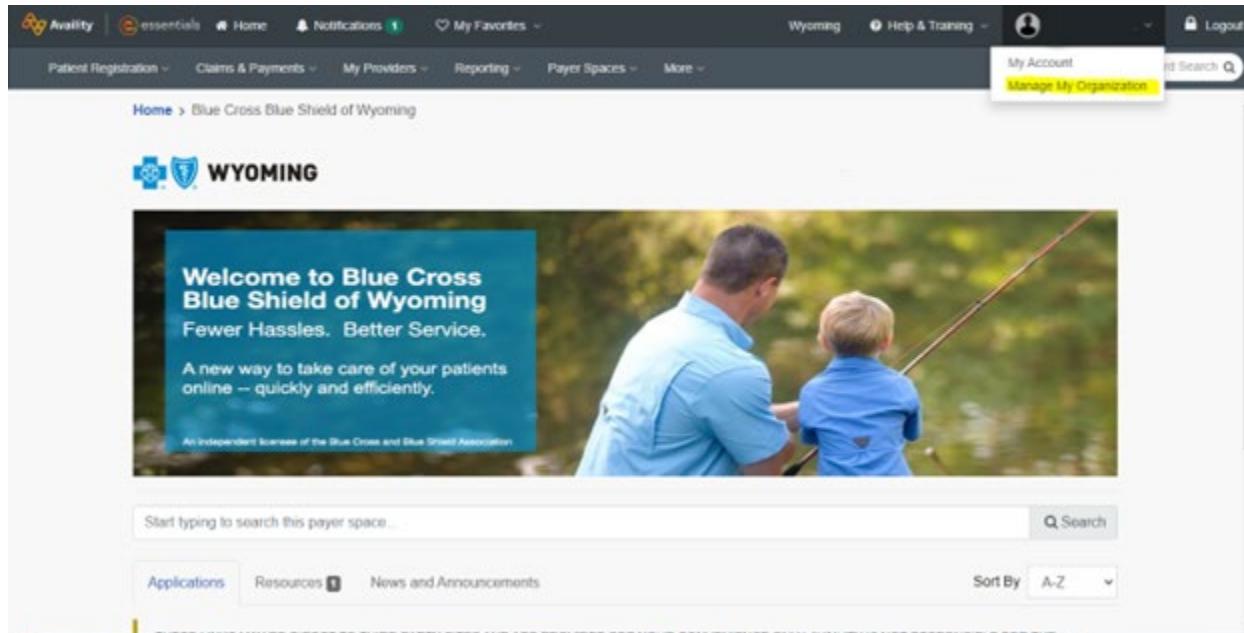
[Select Provider](#)

[Help](#)

9. If any answers are “**No**”, please reach out to us at 1-888-666-5188.

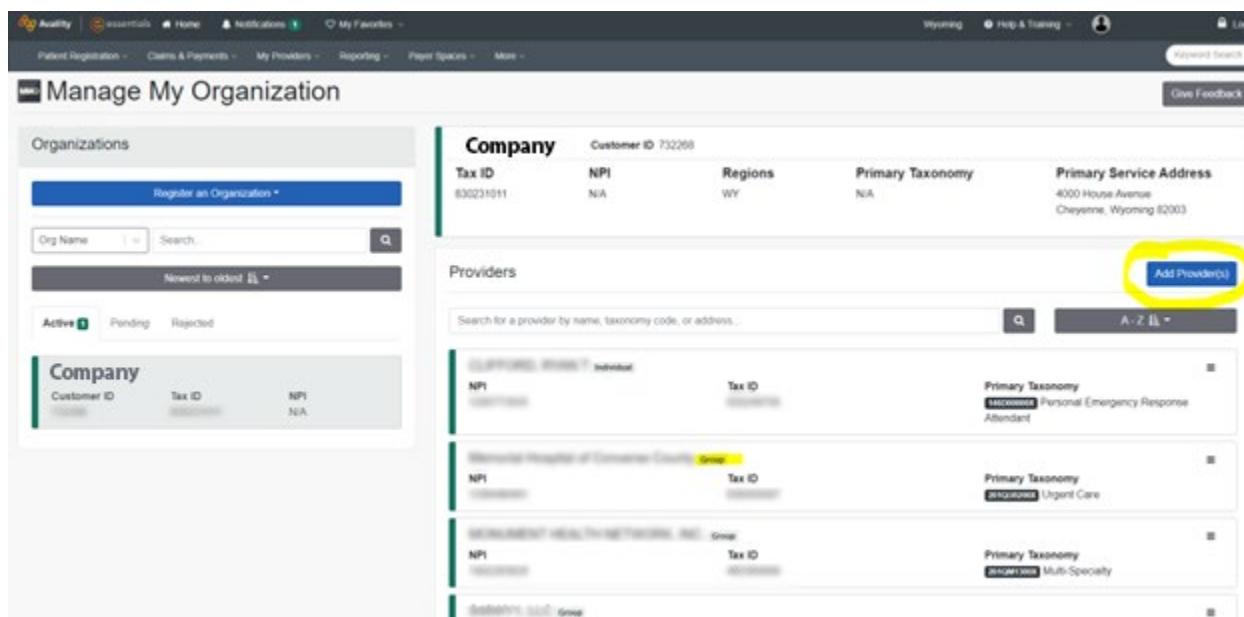
Additional Notes:

You must have access to all your organization's NPI and tax ID combinations. If you don't have all your organization's information, you will need to contact your Availity administrator to give you access to all combinations of tax ID's/NPI's. Your administrator will need to access their Availity account under their user account and **"Manage My Organization."**



The screenshot shows the Availity interface for Blue Cross Blue Shield of Wyoming. At the top, there are navigation links for Patient Registration, Claims & Payments, My Providers, Reporting, Payer Spaces, and More. The 'My Account' dropdown is open, showing 'Manage My Organization' with a yellow box around it. Below the navigation, the page title is 'Home > Blue Cross Blue Shield of Wyoming'. The main content features the 'WYOMING' logo and a banner with the text 'Welcome to Blue Cross Blue Shield of Wyoming', 'Fewer Hassles. Better Service.', and 'A new way to take care of your patients online -- quickly and efficiently.' A photo of a man and a child fishing is displayed. Below the banner is a search bar with the placeholder 'Start typing to search this payer space...' and a 'Search' button. At the bottom, there are links for Applications, Resources, and News and Announcements, along with a 'Sort By' dropdown set to 'A-Z'.

Under **"Providers,"** ensure your Group NPI/Tax ID combination are available. If the combination is missing, add it beneath the **"Add Provider(s)"** button.



The screenshot shows the 'Manage My Organization' page. On the left, there's a sidebar for 'Organizations' with a 'Register an Organization' button and a search bar. The main area is titled 'Providers' and contains a table with columns for 'Company', 'Customer ID', 'NPI', 'Regions', 'Primary Taxonomy', and 'Primary Service Address'. The table lists three providers: 'CLIFTONES, INC/CLIFTONES', 'MERCY HOSPITAL OF CONCESSION GROUP', and 'WYOMING MEDICAL HEALTH PARTNERS, INC.'. The 'Add Provider(s)' button is highlighted with a yellow circle. The 'Primary Taxonomy' for the first provider is listed as 'N/A'.

If you need to add a Group NPI/Tax ID combination, select the “**Add Provider(s)**” button and you will be able to add the information needed.

Add Provider X

LET'S FIND YOUR PROVIDER

Tax ID	Type	National Provider ID (NPI)
<input type="text" value="Enter Tax ID"/>	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px; width: 100px; height: 30px; vertical-align: middle;" type="text" value="EIN"/> ▼	<input type="text" value="Enter NPI"/>

This is an atypical provider and does not provide health care, as defined under HIPAA regulations. (Examples include: taxi services, respite services, home and vehicle modifications for those with disabilities)

Do you need to add many providers to this organization? [Upload up to 500 at once via a spreadsheet upload.](#)

Cancel Find Provider

When selecting “**Find Provider**,” your information will populate if it is available through BCBSWY’s provider data base. If it isn’t a valid combination you will need to contact 1-888-666-5188 to verify the right combination.