



Submitting Documents with DocuSign



As more and more people take precautionary measures against the spread of novel Coronavirus (COVID-19), Blue Cross is working to streamline our provider processes.

Our Provider Credentialing & Data Management (PCDM) department has made a business decision to only accept the DocuSign® versions of the forms listed below. This will allow us to continue processing your requests even as our own employees take precautionary measures.

The following applications and forms are now in DocuSign format only and are available online at www.BCBSLA.com/providers >Join Our Networks:

Credentialing Packets

- Professional Initial
- Professional Recredentialing
- Facility Initial
- Facility Reverification

Provider Change Forms*

- Provider Update Request Form
- Link to Group or Clinic Request Form
- Notice of Tax Identification Number (TIN) Change Form
- Request for Termination Form
- Add Practice Location Form
- Remove Practice Location Form

**These forms are also available on the Resources page under "Forms."*

Submission Tip: When submitting DocuSign documents, please do not also separately email submissions (submitting through DocuSign and also sending an email of the completed form). This could delay the processing time for your request.

If you have any questions on submitting DocuSign forms to Blue Cross, you may contact our PCDM department at PCDMStatus@bcbsla.com.