Confirming Provider Directory Profile Information

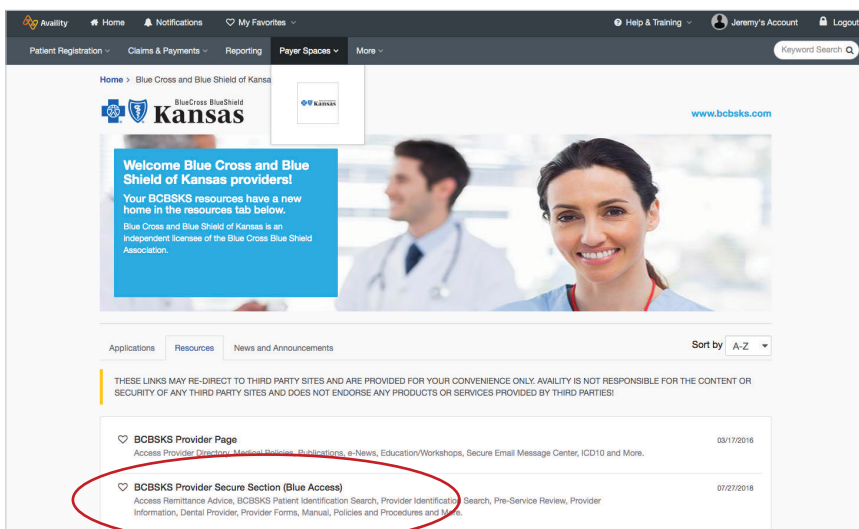### Step 1   Log on to Availity (https://apps.availity.com/availty/web/public.elegant.login)

Step 2

Click on Payer Spaces and the Blue Cross and Blue Shield of Kansas logo
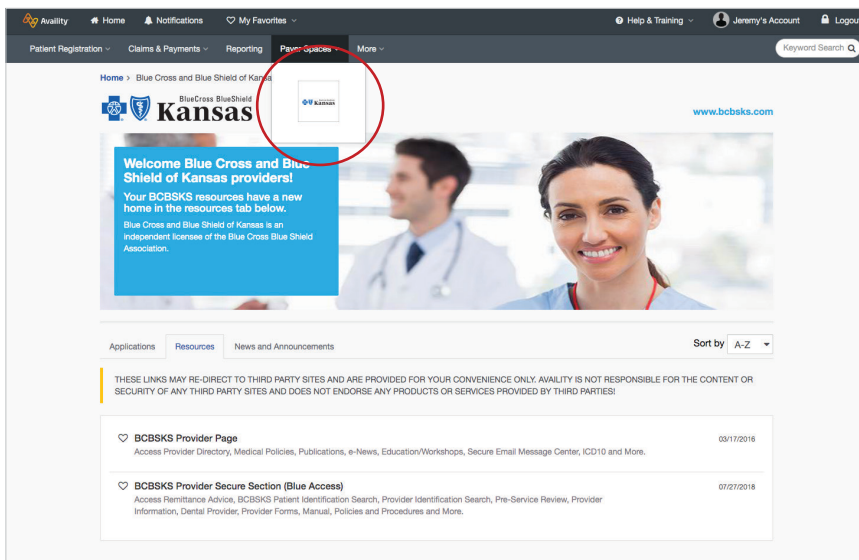
Step 3

Click on the BCBSKS Provider Secure Section (Blue Access)

Step 4

Select the provider name from the drop down box. When selecting BCBSKS Provider Secure Section (BlueAccess), providers will be taken to the following screen, where they will select their provider name and NPI. It is important to select the institutional NPI from this drop down box for accurate reporting.

Step 5

Select the provider information tab.

Step 6

When selecting provider information, the following form will populate. Please review the current information listed on the left-hand side. If a change is necessary, please make the change in the text boxes available on the right.

Step 7

At the bottom of the form, you can apply the changes made to additional facilities under your Tax ID. If the changes are the same for the additional facilities, mark "Yes." If the changes are not applicable to your additional facilities, mark "No." If you select "No," you must log in separately to each NPI to make the necessary changes.
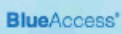
Step 8

Enter your name, email, phone number and any additional comments. Please select an option at the bottom of the form stating you have changes or you do not have changes, then select submit.

Step 9

To ensure we have received your changes, please wait after selecting submit for the following screen to appear.