BlueCross BlueShield of Illinois

Government Programs & HMO Online Access - Request Form

Note: The security officer at the medical group must identify which reports each user should have access and if you have multiple sites, which sites.

Step 1: Medical Group Information

*Medical Group/IPA Name:*_____ *Medical Group #*_____ *(3 digit MG #)*

Address_____

City:_____ State:_____ Zip Code:_____

Step 2: External User Information

❑ I have a sign on for Eligibility   ❑ I have a sign on for Claims

Last name:_____ First Name:_____ MI:_____

Title:_____ Phone Number:_____ (numbers only)   Fax Number:_____

Work Email Address:_____

Mother's Maiden Name:_____ Last 4 Digits of SSN:_____

HMO Login ID: IL1.MGP:_____
Your group number, last name and first initial (Example: 123.smithj)

**This ID is for your usage to conduct business for/with BCBSIL. UNAUTHORIZED USE OF THIS ID IS PROHIBITED.
Your initials acknowledges full responsibility for the use of this ID. Sharing of this ID is prohibited.**

Initial that you have read and agree to the above statement:_____   Date:_____

Who else should Portal Access notify when request is completed?
Name:_____ Phone:_____ Email Address:_____

Step 3: Roles Requested (For Security Officer at MG/IPA to complete) - *check all that apply*

Eligibility Only

BCBSIL IPA Access Portal   (MXOcare)

Verscend

PCS Portal

Claims: 095 Group Approval Report (HMO Risk) PDC Report/039 Report (MG Risk Claims)

Financial & Eligibility

HMO Reporting/Encounter Data Upload

List Medical Group Number(s): _____
(in ascending order)

Medical Group Security Officer Name, please print:_____   Date:_____

Medical Group Security Officer Signature:_____
(Electronic Signature Instructions on page 2)

Internal Use: (*Role Required*)

Blue Access for Providers:
❑ Medical Group Base Report   ❑ Medical Group Multi-site Report   ❑ Medical Group Financial Report
❑ Medical Group – Group Approval Report

Manager Approval:_____   Date:_____

DSO Approval:_____   Date:_____

Sign with a new digital ID

1. Open the PDF and choose Tools > Sign & Certify > Sign Document. If you don't see the Sign & Certify panel, see the instructions for adding panels at Task panes.

2. If a dialog box appears, read the information and then click OK.

3. Drag your pointer to create a space for the signature.

4. Select A New Digital ID I Want To Create Now from the Add Digital ID dialog box.

5. In the Add Digital ID dialog box, select a storage location for the digital ID.

6. Type a name, e-mail address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.

7. (Optional) To use Unicode values for extended characters, select Enable Unicode Support, and then specify Unicode values in the appropriate boxes.

8. From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data encryption, or both.

9. Type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns.

10. Confirm your password, and click Finish.