PROVIDER Blue

Reminder: Only Submit Clean and Complete Provider Enrollment Applications

MyPEP is the only source for completing the provider enrollment process with BlueCross BlueShield of South Carolina. MyPEP is for credentialed providers who need to make certain demographic updates, or those interested in credentialing with BlueCross, BlueChoice® HealthPlan, or any of our other available networks.

As a reminder, only clean applications can be reviewed. Clean applications are those that include all the required documentation, signatures, initials and dates. If an application is incomplete, there will be delays in the process.

Starting an application:
To ensure you are prepared to submit a clean application, start with the *available checklists*. These checklists were designed with you in mind. They provide you with a list of the required items that must be included with each type of application.

After you start an application in **MyPEP**, you can use the **Save and Exit** button if you cannot complete it in one setting. You should not submit applications piece by piece. Again, only clean and complete applications are reviewed. Using the Save and Exit button allows you to save the data until you are ready to complete the application in its entirety.

Submitting an application:
Once you complete the application in the portal, the system will generate the required documents that must be signed before selecting the Confirm button. You must sign the system generated documents.

Use the following steps to sign the **system generated documents**:

1. Select My Forms.
2. Select the appropriate case number.
3. Select Form Information.
4. Under Documents, select the documents that require signature.
5. Download and print the documents.
6. Scan the signed documents and follow steps 1 – 4 to select Upload Files.

Once **all required documents with applicable signatures, initials and dates have been uploaded**, select the Confirm button.

Upcoming Webinars

This year, we will host various webinars to provide further education to our provider community. Below are the topics being presented this year.

- Healthy Blue.. March 7, 2024
- Medicare Advantage .... April 11, 2024
- My Provider Enrollment Portal............... May 1, 2024
- My Provider Enrollment Portal............... Aug. 7, 2024
- My Provider Enrollment Portal............... Nov. 6, 2024

All webinars are hosted through Microsoft Teams and are scheduled from 12 p.m. – 1 p.m. You can *sign up* for any of the available sessions. We look forward to your attendance.

Medical Policy Updates

BlueCross BlueShield of South Carolina frequently revises the medical policies used to make clinical determinations for a member's coverage. Review the *latest medical policy updates*.

We strongly encourage you to visit the *Medical Policies and Clinical Guidelines* pages regularly to stay abreast of these changes and to read any policy in its entirety.