



Instructions for doctors to submit the *Qualification Form*

Instructions for doctors in Michigan:

After completing the *Qualification Form*, submit the results online:

1. Log in to *Provider Secured Services* on **bcbsm.com**.
2. Click on *BCBSM Qualification Form* on the menu at the left side of the page.
3. Click on *Complete a new Qualification Form* at the left. A blank qualification form will open.
4. Enter the information you wrote on the qualification form into the corresponding fields on the electronic qualification form, including member information, exam date and health measures.
5. Don't enter anything into the *Electronically signed by* field; it will automatically populate when you complete the fields just below it.
6. In the fields below, enter the doctor's first name and last name, national provider identifier and telephone number.
7. Click on *Submit as Complete*. If your submission is successful, a message will appear at the top of the qualification form telling you that the form has been successfully completed. If the form is missing any required information, or if any of the patient's health measures are outside the validation range due to an incorrect entry on the form, you'll receive an error message that identifies the fields that require completion or correction.
8. Print two copies of the submitted form. Give one copy to the patient and keep the other copy in the patient's medical record.

If you have any trouble using the electronic qualification form, call the Blue Cross Web Support Help Desk at 1-888-417-3479.

To confirm that Blue Cross received an electronic qualification form, call the Blue Cross Engagement Center at 1-800-775-BLUE (2583) from 8 a.m. to 6 p.m. Eastern time Monday through Friday. Engagement Center assistants won't be able to view electronic qualification forms until 24 to 36 hours after they're submitted to Blue Cross.

Instructions for out-of-state doctors:

After completing the qualification form, out-of-state doctors should submit the results via fax:

1. Fax it to Blue Cross at 1-866-392-6496.
2. Make a copy of the submitted form and give it to the patient. Keep the original form in the patient's medical record.

To confirm that Blue Cross received an electronic qualification form, call the Blue Cross Engagement Center at 1-800-775-BLUE (2583) from 8 a.m. to 6 p.m. Eastern time Monday through Friday.

