

## Provider Information Management & Operations (PRIMO) Mergers and Acquisitions

This document will explain the appropriate means to submit a change request for a merger or acquisition to Blue Cross and Blue Shield of North Carolina.

Requests can be emailed to [providerupdates@bcbsnc.com](mailto:providerupdates@bcbsnc.com) or faxed to 919-765-4349.

Normal processing time can vary between requests sent to Commercial or Blue Medicare. Average processing time will be between 10 to 30 business days.

Complete provider details (e.g. Name, NPI, IRS Number, Locations, Medicare Number) and the effective date must be provided.

**Notice:** Incomplete requests will not be accepted for processing. Requests that are incomplete or are missing information will be returned to sender. The request will need to be resubmitted with complete information to be processed.

Step	Action
<b>1</b>	<b>Non-Participating Practices</b> <ul style="list-style-type: none"><li>A. Completed Group Enrollment Form</li><li>B. Updated W9</li><li>C. Individual Enrollment Applications for all practitioners who are not currently active in BCBSNC</li><li>D. Copies of current medical licenses who are not currently active in BCBSNC</li><li>E. Termination Letter or Bill of Sale from previous owner</li><li>F. Request should be submitted 30 days prior to the effective date</li></ul>
<b>2</b>	<b>Participating Practices</b> <ul style="list-style-type: none"><li>A. Completed Group Enrollment Application</li><li>B. Updated W9</li><li>C. Termination Letter or Bill of Sale from previous owner</li><li>D. New EFT Form</li><li>E. Individual Enrollment Applications for all practitioners who are not currently active in BCBSNC<ul style="list-style-type: none"><li>a. Current Contract must support specialty of new practice</li><li>b. All practitioners must be credentialed (if applicable) in order to be enrolled</li></ul></li><li>F. Copies of current medical licenses who are not currently active in BCBSNC</li><li>G. Request should be submitted 60 days prior to the effective date</li><li>H. This request may require that a new contract or contract amendment must be signed prior to making the above changes. This may impact the effective date requested.</li></ul>

**In the event you have any questions or need assistance please call 1-800-777-1643 opt 6.**