

Dear **Ancillary** Provider,

Welcome to the Ancillary Provider Credentialing and Contracting process!

If you do not already have a Facility/Provider Record ID established with Blue Cross and Blue Shield of Texas (BCBSTX) that matches your billing information (Billing NPI and Tax Identification Number (TIN)), you must complete the [Ancillary Provider Record Request Form](#) first, located under the **Provider Onboarding Process** on our [How to Join /Network Participation](#) page, to set up your BCBSTX Provider Record ID.

Obtaining a BCBSTX Facility/Provider Record ID does not automatically activate the Blue Choice PPOSM, Blue EssentialsSM, Blue Advantage HMOSM, Blue PremierSM, MyBlue HealthSM, Blue Cross Medicare Advantage (HMO)SM, Blue Cross Medicare Advantage (PPO)SM and/or Medicaid (STAR), CHIP and STAR Kids networks.

Claims will be processed out-of-network until the provider has been approved and activated in the network. If you wish to be a contracted provider, you will need to complete the **Credentialing/Recredentialing Ancillary/Hospital Provider Questionnaire** located under the **Credentialing and Contracting Process for Ancillary Providers** section of the [How to Join/Network Participation](#) page and include the licensing, liability insurance, accreditation and additional information requirements included below.



**TEXAS SLEEP STUDIES CENTER
CREDENTIALING CRITERIA
CHECKLIST**

***Please return the following documents along with your completed
Credentialing/Rec credentialing Ancillary/Hospital Provider Questionnaire:***

- Insurance:** *A current Certificate of General or Professional Liability including:*
 - *Policy Number*
 - *Effective and Termination Dates*
 - *Liability Coverage of \$500,000 per Occurrence and \$1,000,000 Aggregate.*
- Accreditation:** *Current accreditation letter/certificate from one of the following:*
 - *Joint Commission (JC); or*
 - *American Academy of Sleep Medicine (AASM); or*
 - *Accreditation Commission for Health Care, Inc (ACHC)*
- NPI Confirmation:** *An Official Document confirming your current NPI*
- Must have **Supervising Physician** licensed in the state where the facility is located. Supervising Physician and be “available” while the sleep study is being performed. Information regarding Medical Director and copy of state license*
- Copy of the registered polysomnographic technologist’s certificate.**
- Supervising Physician/Medical Director:**
 - Must have **Supervising Physician/Medical Director** licensed in the state where the facility is located. Supervising Physician must be “available” while the sleep study is being performed. Information regarding Medical Director and copy of state license*
 - Copy of current Physician State License**
 - Copy of Board Certification**

**Please submit above required documents along with completed
Credentialing/Rec credentialing Ancillary/Hospital Provider Questionnaire
within 30 days to:**

Email: AncillaryContracting_SW@BCBSTX.com