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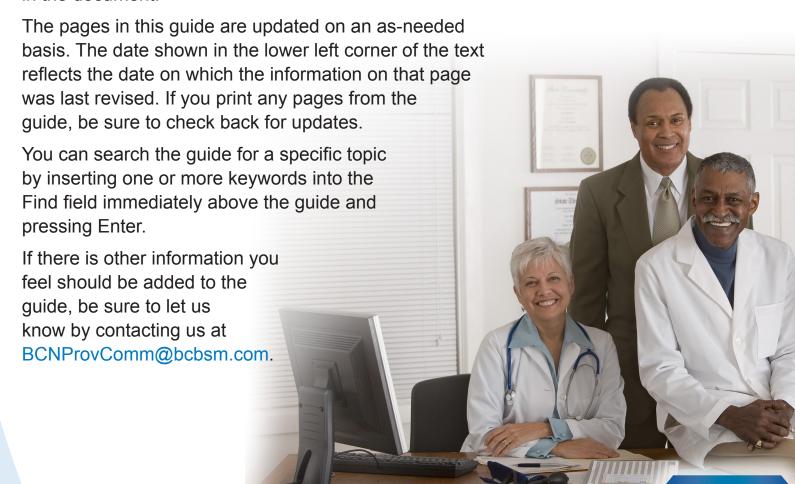
Travel and Guest Member Services

BCN Provider Resource Guide

Welcome to the BCN Provider Resource Guide!

In this guide you will find contact information for many of the services that BCN offers and for the functions you most frequently perform in servicing BCN members.

Use the navigation bar at the left to go directly to the information for specific topics. Use the Next and Previous buttons at the lower right to navigate forward or backward in the document.





Behavioral Health (Mental Health / Substance Use Disorders)

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Primary care physicians are not responsible for arranging, referring or authorizing behavioral health services. Primary care physicians may, however, directly refer a member to a BCN-affiliated behavioral health provider. It is not necessary for the primary care physician to provide a written referral to the behavioral health provider. The behavioral health provider must contact the plan for an authorization. Primary care physicians may call BCN Behavioral Health for assistance in arranging behavioral health services for a BCN member.

Members in need of behavioral health services may either contact an affiliated behavioral health provider directly or call the telephone number located on the back of their member identification card.

Mailing address (for claims)
BCN / BCN AdvantageSM
Behavioral Health Department
P.O. Box 68753
Grand Rapids, MI 49516-8753

Provider Inquiry - Behavioral Health

For	During business hours*	After business hours*
Physician-to-physician review of determination (Physician Review Line)	Phone: 734-332-2567	Phone: 1-800-482-5982
Member with BCN coverage who is a Blue Cross or BCN employee	Phone: 1-888-265-4703 Fax: 1-844-318-5145	Calls are answered only during ombudsman business hours.
Member with BCN coverage who is not a Blue Cross or BCN employee	Phone: 1-800-482-5982 Fax: 1-866-364-7145	Phone: 1-800-482-5982
Member with BCN Advantage SM coverage	Phone: 1-800-431-1059 Fax: 1-866-364-7145	Phone: 1-800-431-1059
Member with coverage through Blue Cross	Phone: 1-888-312-5713 Fax: 1-888-987-6395	Phone: 1-888-312-5713
Complete of Michigan	For more information about Blue Cross Complete, visit MiBlueCrossComplete.com/providers.	

^{*}Business hours for BCN Behavioral Health are Monday – Friday (except holidays) 8 a.m. to 5 p.m. except for the ombudsman phone (1-888-265-4703), which is open 8:30 a.m. to 5 p.m.

Note: For provider inquiry information related to questions other than behavioral health services, refer to the Provider Inquiry (non-behavioral health) page in this guide.

Web

- For information on authorizations:
 Visit ereferrals.bcbsm.com > BCN > Behavioral Health.
- For additional information on behavioral health services:
 Visit bcbsm.com/providers > Login > BCN Provider Publications and Resources > Behavioral Health.



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Providers can use one of the methods outlined on this page to check a member's:

- Eligibility
- Benefits
- Copayments and deductibles
- Primary care physician assignment

web-DENIS

Computer-based system

Telephone

To activate or for technical assistance: 1-877-258-3932

Business hours

Monday – Friday (except holidays) 8 a.m. to 8 p.m.

Web

To register:
 Visit bcbsm.com/providers >
 Provider Secured Services.
 Select the appropriate provider type under the "Michigan providers and facilities: How to get access" heading and follow the instructions.

 To log in: Visit bcbsm.com/providers > LOGIN > web-DENIS.

Pharmacy

For pharmacy inquiries related to benefits / eligibility, see the Provider Inquiry page in this guide.

Web

Visit bcbsm.com/providers > Quick Links > Pharmacy Services.

PARS

Automated telephone system

Telephone

- Facilities in Michigan: 1-800-249-5103
- Hearing / Vision:
 1-800-482-4047
- Professional providers in Michigan: 1-800-344-8525
- Providers outside Michigan: 1-800-676-2583

Business hours

24 hours per day / 7 days per week

Web

Visit bcbsm.com/providers > Contact us (under Help) > Provider Automated Response System (PARS).

Provider Inquiry

Provider Inquiry phone and fax numbers for all products are shown on the Provider Inquiry Contact Information list.



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Care Management performs the following services:

- Case, chronic condition and utilization management, including:
 - Acute IP admissions / concurrent reviews (Facilities are required to notify BCN within one business day of an acute inpatient admission.)
 - Rehabilitation admissions
 - SNF and LTACH admissions
 - Home care services (out-of-network requests for all members; in-network requests for URMBT members only)
 - Home TPN and enteral feedings

Note: All requests must include clinical information.

- Referral management
- Review of potential quality variances and serious adverse events
- Transplant evaluations
- Social work services
- · Review of provider appeals

Call After Hours Care Manager (1-800-851-3904) to:

- · Determine alternatives to inpatient admissions
- Arrange for DME and for emergent home health/ home infusion services and in-home pain control
- Plan / coordinate / authorize emergent discharges
- · Initiate an expedited provider appeal
- Discuss urgent / emergent determinations with a plan medical director

Note: Refer to other pages in this guide for Care Management information related to behavioral health, DME and P&O (during business hours), and laboratory services that are not delivered in an ER or a physician office.

Telephone / fax numbers

For	Contact information	
Requests for IP admissions (with clinical information)	Phone: 1-855-724-4285 Fax: 1-866-526-1326 or 1-866-313-8433	
Requests for home care services (with clinical information)	Phone: 1-800-392-2512 Fax: 1-866-526-1326 or 1-866-313-8433	
Requests for SNF / rehab / LTACH services (with clinical information)	Phone: 1-855-724-4286 Fax: 1-866-534-9994	
Other requests for clinical review (with clinical information)	Phone: 1-800-392-2512 Fax: 1-800-675-7278	
Expedited provider appeals	Phone: 248-799-6312	
Provider requests for criteria	Phone: 248-799-6312 (during business hours)	
Reaching Care Management staff	Phone: 1-800-392-2512	

Other contact information

Mailing address for general inquiries

Blue Care Network, Care Management Mail Code C336 — P.O. Box 5043 Southfield, MI 48086-5043

Mailing address for appeals

Blue Care Network ATTN: Provider Appeals, Care Management Mail Code C336 — P.O. Box 5043 Southfield, MI 48086-5043

Web

Visit ereferrals.bcbsm.com > BCN > Clinical Review & Criteria Charts.



Chronic Condition Management

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Call the BCN Chronic Condition Management department for information about the following programs:

- Asthma
- Chronic obstructive pulmonary disease
- Depression
- Diabetes
- Heart disease
- · Heart failure
- Kidney health management

Telephone

1-800-392-4247

Business hours

Monday – Friday (except holidays), 8:30 a.m. to 5 p.m.

Mailing address

Blue Care Network Chronic Condition Management Department Mail Code C336

P.O. Box 5043

Southfield, MI 48086-5043

Web

Visit bcbsm.com > Health and Wellness (under For Members) > Learn More (under Chronic Condition Management) > Chronic condition management programs (under Blue Care Network).



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You can use this information to:

- Submit claims electronically through Electronic Data Interchange
- Submit hard-copy professional claims on CMS-1500 forms to the address shown on this page
- Submit hard-copy facility claims on UB-04 forms to the address shown on this page.

To inquire about a claim, do one of the following:

- Check claims status through the computer-based web-DENIS system.
- Call the appropriate Provider Inquiry telephone number.
- Send written inquiries about claims to the appropriate address on this page.

Note: Some BCN services have a separate mailing address for claims. See other pages in this guide for information on Behavioral Health; Travel and Guest Member Services; DME and P&O; and Laboratory Services (for claims that are not delivered in an ER or a physician office).

EDI (electronic data interchange) submission

Telephone: 1-800-542-0945, for assistance in submitting claims electronically

Monday – Friday (except holidays) 8 a.m. to 4:30 p.m.

Visit bcbsm.com/providers > Quick Links > Electronic Connectivity (EDI).

Paper claim (and written inquiry) submission

BCN Claims P.O. Box 68710 Grand Rapids, MI 49516-8710

BCN Advantage Claims P.O. Box 68753 Grand Rapids, MI 49516-8753

For information about Blue Cross Complete, visit MiBlueCrossComplete.com/ providers

Accessing claims information via web-DENIS

For claims tracking, PCP claims summaries, nonpayment code descriptions, claims histories, and contract eligibility, benefit and claims information:

Telephone: 1-877-258-3932, for assistance (Help Desk)

Monday – Friday (except holidays) 8 a.m. to 8 p.m.

Visit bcbsm.com/providers > Provider Secured Services.

Provider Inquiry

Provider Inquiry phone and fax numbers for all products are shown on the Provider Inquiry Contact Information list.



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To report other insurance for a member or to inquire about coverage when BCN is the secondary carrier, call BCN's COB department.

Telephone

Call 1-800-808-6321 and follow the prompts for:

- Other Party Liability (OPL), that is, for auto and workers' compensation
- Other Carrier Liability (OCL), that is, for other health carriers and for Medicare unrelated to BCN Advantage, BCN 65 and MyBlue MedigapSM

Business Hours

Monday – Friday (except holidays), 8 a.m. to 5 p.m.

Mailing address

Blue Care Network COB Department Mail Code G901 611 Cascade West Parkway S.E. Grand Rapids, MI 49546-2143

Web

Visit bcbsm.com > FAQs (under Help) > More Understanding My Benefits FAQs (under Understanding my benefits) > What is coordination of benefits?



Customer Service (non-behavioral health)

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The information shown on this page is for members.

Members should refer to the contact information on the back of their ID card or access information at bcbsm.com > Contact Us > Blue Care Network members.

Note: For customer service information related to behavioral health, refer to the Behavioral Health page in this guide.

Blue Cross Complete Customer Service

For information about Blue Cross Complete Customer Service, visit MiBlueCrossComplete.com and click Contact Us. **BCN commercial Customer Service**

Telephone, for members with employer coverage Voice: 1-800-662-6667

TTY: 711

Telephone, for members with individual coverage

Voice: 1-888-227-2345

TTY: 711

Business hours

Monday – Friday (except holidays) 8 a.m. to 5:30 p.m.

Mailing address

BCN Customer Service P.O. Box 68767 Grand Rapids, MI 49516-8767

Web

Visit bcbsm.com > Contact Us > Blue Care Network members. BCN Advantage Customer Service – for members with employer coverage

Telephone

Voice: 1-800-450-3680 TTY: 711

Business hours

Monday – Friday 7:30 a.m. to 5 p.m. Weekend hours available Oct. 1 through Feb. 14

Mailing address

BCN Advantage Customer Service Mail Code A103 P.O. Box 5184 Southfield, MI 48086-5184

Web

Visit bcbsm.com > Contact Us > Medicare and Medigap members. BCN Advantage Customer Service – for members with individual coverage

Telephone

Voice: 1-800-450-3680

TTY: 711

Business hours

Monday – Friday 8 a.m. to 8 p.m. Weekend hours available Oct. 1 through Feb. 14

Mailing address

BCN Advantage Customer Service Mail Code A103 2311 Green Road Ann Arbor, MI 48105

Web

Visit bcbsm.com > Contact Us > Medicare and Medigap members.



DME, Medical Supplies and P & O

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For outpatient durable medical equipment, medical supplies and prosthetics and orthotics, BCN contracts with different vendors, depending on the member's plan or product and the type of item. Refer to the information on this page to identify the appropriate vendor.

BCN and BCN Advantage

Diabetic supplies

Vendor

J&B Medical Supply

Telephone

Voice: 1-888-896-6233 TTY: 1-800-737-0084

Fax

1-800-737-0012

Business hours

Monday – Friday 8 a.m. to 5 p.m.

Mailing address

J&B Medical, Inc. 50496 West Pontiac Trail Wixom, MI 48393

Web

Visit jandbmedical.com.

Nondiabetic DME, medical supplies, and P&O

Vendor

Northwood, Inc.

Telephone

Voice: 1-800-393-6432 TTY: 1-800-611-0735

Fax

586-755-3878

Business hours

Monday – Friday 8:30 a.m. to 5 p.m.

Mailing address

Northwood, Inc. 7277 Bernice Center Line, MI 48015

Web

Visit northwoodinc.com.

Note: Call Northwood to identify a contracted supplier. The supplier submits the request to Northwood for review.

Blue Cross Complete

For Blue Cross Complete vendor contact information, see the *Blue Cross*Complete Provider Manual at MiBlueCrossComplete.

com/providers



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Healthy living information through Blue Cross Health & Wellness

The Blue Cross Health & Wellness program, powered by WebMD®, is available 24 hours a day, every day, through bcbsm.com.

This online service offers information on health and wellness as well as helpful online tools and resources.

Through Blue Cross Health & Wellness, members can use the following resources:

- · Health assessment
- Digital Health Assistant
- · WebMD Health Record
- Messaging
- WebMD Weigh TodaySM
- Device and app integration
- Health trackers
- WebMD message board exchange
- WebMD tobacco cessation coaching

BCN Chronic Condition Management department

Telephone

1-800-392-4247

Business hours

Monday – Friday (except holidays), 8:30 a.m. to 5 p.m.

Web

Visit bcbsm.com > Health and Wellness (under For Members) > Learn More (under Chronic condition management) > Chronic condition management programs (under Blue Care Network).

Mailing address

BCN Chronic Condition Management

Mail Code C336 P.O. Box 5043 Southfield, MI 48086-5043



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Contact Joint Venture Hospital Laboratories, BCN's contracted provider for outpatient laboratory services, for the following:

Note: This applies to outpatient laboratory services in locations other than physician offices.

- To locate a client service center nearest you
- To inquire about billing
- · To obtain test results
- To request materials

Note on facility claims: The following are payable by BCN:

- ER laboratory services
- Laboratory services for observation stays, when submitted on the observation claim. (Note: This does not apply to BCN Advantage.)

Telephone

1-800-445-4979

Fax

313-441-1668

Business Hours

Monday – Friday (except holidays), 8 a.m. to 4:30 p.m.

Mailing address

JVHL 999 Republic Drive, Suite 300 Allen Park, MI 48101

Web

Visit Joint Venture Hospital Laboratories at jvhl.org.



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With this information you can:

- Access information on the formulary, including the quality interchange program, formulary alternatives, quantity limits, generic substitution and drug coverage
- Get help with pharmacy claims processing issues
- Inquire about and request prior authorization, benefit exception or urgent review of pharmacy services

This information applies to BCN and BCN Advantage members. For Blue Cross Complete pharmacy information, refer to the Blue Cross Complete Provider Manual at MiBlueCrossComplete. com/providers

Note: The telephone numbers shown on this page are for providers only. Members should refer to the Customer Service contact information on the back of their member ID card.

Pharmacy Help Desk

Business hours

24 hours a day, 7 days a week

Web

Visit bcbsm.com/providers > Quick Links > Pharmacy Services.

Prior authorization requests:

BCN Clinical Pharmacy Help Desk Telephone: 1-800-437-3803 Fax:

- For BCN commercial and BCN Service Company: 1-877-442-3778
- For BCN Advantage: 1-800-459-8027

Claims processing questions:

Express Scripts® Pharmacy Services Help Desk

Telephone: 1-800-922-1557

Benefit / eligibility questions related to pharmacy services:

See the Provider Inquiry page in this guide.

Mail-order options

For most medications

- For new prescriptions, call Express Scripts[®] at 1-888-Easy-RX1 (1-888-327-9791) for a fax form.
- For refills, call Express Scripts customer service at 1-800-229-0832.

For specialty medications

Walgreens Specialty Pharmacy, LLC Telephone: 1-866-515-1355

Fax: 1-866-515-1356

BCN Pharmacy Services Central Office

Mailing address

BCN Pharmacy Services Mail Code C303 P.O. Box 5043 Southfield, MI 48086-5043

Web

Visit bcbsm.com/providers > Quick Links > Pharmacy Services.



Physical, Occupational and Speech Therapy Services

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BCN contracts with eviCore healthcare to provide care management for members receiving physical, occupational and speech therapy services in office and outpatient settings, including outpatient hospital settings. eviCore also manages physical medicine services delivered by chiropractors

Note: This information applies, in general, to BCN and BCN Advantage members. For Blue Cross Complete information, refer to the *Blue Cross Complete Provider Manual* at MiBlueCrossComplete.com/providers

Process

For OT and PT (evaluation and first therapy visit) and ST (evaluation only) and physical medicine services by chiropractors (first visit)
Submit the request through BCN's e-referral sysytem. For urgent requests only, call BCN Care
Management at 1-800-392-2512 to

For all subsequent visits

request authorization.

Request authorization from eviCore using one of these methods:

Online

- Log in to the secure portal at LMhealthcare.com > Providers
 Landmark Connect.
- Click on the eForms tab to access an electronic treatment plan authorization request. (Use the BCN-specific forms.)
- Complete the required forms and submit them electronically.

Fax

Print a copy of the treatment plan authorization request, complete it and fax it to eviCore at 1-888-565-4225.

eviCore healthcare

Customer Service

Telephone: 1-877-531-9139

Fax: 1-888-565-4225

Monday – Friday (except holidays)

8 a.m. to 5 p.m.

Quality Management

To request a copy of the clinical criteria or clinical judgment used in making a determination, or to submit an appeal:

eviCore healthcare ATTN: QM Department Clinical Director 1610 Arden Way Suite 280 Sacramento, CA 95815

Fax: 1-888-565-4225

Web

Visit LMhealthcare.com Visit evicore.com



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Contact your Provider Outreach consultant to get help with:

- · Contractual issues
- Recurring problems or unresolved issues
- Education and training on BCN policies, procedures and programs
- Discussion of primary group administration
- Changes in primary care physician acceptance codes
- Requests for coverage / on-call providers

Visit bcbsm.com/providers > Contact Us (under Help). Click *Blue Care Network provider contacts*, under either the "Hospitals and facilities" or "Physicians and professionals" heading. Then click *Provider consultants*.

For primary care physicians in a medical care group, look on the list of physician organization consultants to find your consultant.

For other practitioners, review the regional map for professional providers or the regional map for facilities. Click your region on the map to see a list of professional or facility consultants.

East / Mid / Southeast

East Michigan — Flint Mail Code B258 4520 Linden Parkway, Suite A Flint, MI 48507-2969

Mid Michigan — Lansing Mail Code L09C 232 S. Capitol Ave. Lansing, MI 48933

Southeast — Ann Arbor Mail Code A105 2311 Green Road Ann Arbor, MI 48105-2966

Southeast — Southfield Mail Code H302 P.O. Box 5043 Southfield, MI 48086-5043

West / Upper peninsula

West Michigan — Grand Rapids Mail Code G810 611 Cascade West Parkway, S. E. Grand Rapids, MI 49546-2107

West Michigan — Portage Mail Code B230 950 Trade Centre Way, Suite 110 Portage, MI 49002

West Michigan — Traverse City Mail Code B210 202 E. State St., Suite 200 Traverse City, MI 48694

Upper peninsula

Telephone: 1-866-497-7647 Fax: 906-228-6588 Mail Code B108 415 McClellan Ave. Marquette, MI 49855-5506



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The process and forms used in enrolling and updating information vary with the type of practitioner / provider and the specific Blue Cross and BCN -network affiliation.

All the necessary information is available at bcbsm.com/providers > Quick Links > Enrollment and Changes.

To enroll with or update information for Blue Cross Complete, visit MiBlueCrossComplete. com/providers.

For all professional providers (individual practitioners and practitioner groups)

and

For nonhospital facilities and ancillary providers affiliated with both BCN and Blue Cross

Telephone

1-800-822-2761

Fax

1-866-900-0250

Mailing address

Blue Cross Blue Shield of Michigan Provider Enrollment and Data Management Mail Code C334 600 East Lafayette Detroit, MI 48226

For hospitals affiliated with both BCN and Blue Cross

Telephone

Blue Cross: 313-448-7892 BCN: 734-887-5415

Fax

Blue Cross: 1-877-282-1496 BCN: 734-887-5415

Mailing address

Blue Cross Blue Shield of Michigan Hospital Program Provider Contracting Department Mail Code 513F 600 East Lafayette Detroit, MI 48226

For hospitals, nonhospital facilities and ancillary providers affiliated with BCN only

Contact your Blue Cross/BCN Provider Outreach consultant.



Provider Inquiry (non-behavioral health)

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Contact Provider Inquiry to get help with general questions such as:

- · Claim inquiries
- · Member benefits information
- Primary care physician assignments

BCN and BCN Advantage Provider Inquiry

Mailing address

Blue Care Network General Correspondence P.O. Box 68827 Grand Rapids, MI 49516-8827

Web

Visit bcbsm.com/providers > Contact us (under Help) > Blue Care Network Provider Contacts. Click on Provider Inquiry.

Blue Cross Complete Provider Inquiry

For information on Blue Cross Complete, visit MiBlueCrossComplete.com/ providers

Provider Inquiry phone and fax numbers - all products

For	During business hours*	After business hours*
Member with BCN coverage who is a Blue Cross or BCN employee	Phone: 1-888-265-4703 Fax: 1-844-318-5145	Calls are answered only during ombudsman business hours.
Member with BCN coverage who is not a Blue Cross or BCN employee	Phone: 1-800-255-1690 Fax: 248-799-6969	Calls are answered only during business hours.
Member with BCN Advantage coverage	Phone: 1-800-255-1690 Fax: 1-866-364-0080	Calls are answered only during business hours.

^{*}Business hours for non-behavioral health services are Monday–Friday (except holidays) 8 a.m. to 5 p.m. except:

- The ombudsman phone (1-888-265-4703) is open 8:30 a.m. to 5 p.m.
- The non-ombudsman phone number for BCN and BCN Advantage members (1-800-255-1690) is closed from noon to 1 p.m.

Note: For provider inquiry information related to behavioral health services, refer to the Behavioral Health page in this guide.



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BCN Quality Management oversees activities related to:

- · Quality of care / service concerns
- Clinical practice and preventive care guidelines
- Coordination of accreditation and regulatory standards
- HEDIS®* measures and initiatives
- Physician / provider medical record reviews
- · Facility reviews
- Physician office education
- · Quality outcome measures
- Health promotion / education (including worksite wellness programs, community health fairs)
- Risk management

Email

BCNQIQuestions@bcbsm.com

Telephone

248-350-6242

Business hours

Monday – Friday, 8 a.m. to 4:30 p.m.

Mailing address for quality management issues

Blue Care Network Quality Management

Mail Code H311

P.O. Box 5043

Southfield, MI 48076-5043

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Travel and Guest Member Services

Behavioral Health

Benefits and Eligibility

Care Management

Chronic Condition Management

Claims

Coordination of Benefits

Customer Service

DME, Medical Supplies and P&O

Health & Wellness

Laboratory Services

Pharmacy Services

PT, OT and ST

Provider Consultants

Provider Enrollment and Change Requests

Provider Inquiry

Quality Management

Travel and Guest Member Services

For both the BlueCard® and Away from Home Care® programs, use the contact information on this page to:

- · Check eligibility
- · Obtain benefit information
- Submit claims

BlueCard

For all plans and products, members use the BlueCard program for health care needs when traveling out of state. Out-of-state Blue Cross Blue Shield members traveling in Michigan also access urgent and follow-up services through BlueCard.

Business hours

7 days a week, 24 hours a day

Telephone

- To check membership and eligibility, call 1-800-676-BLUE (2583).
- To find a provider, call 1-800-810-BLUE (2583) or go to bcbs.com and click on the Find a Doctor or Hospital link.

Mailing address – professional claims

Blue Cross Blue Shield of Michigan Claims P.O. Box 312500 Detroit, MI 48231-2500

Mailing address – facility claims

Blue Cross Blue Shield of Michigan Claims P.O. Box 310166 Detroit, MI 48231-0166

Away from Home Care

BCN's Away From Home Care program provides guest membership services when a Blue Cross Blue Shield HMO member from another state lives in Michigan for 90 consecutive days or longer.

Business hours

Monday – Friday (except holidays) 8:30 a.m. to 5 p.m.

Telephone

- For all AFHC benefit and eligibility questions and to access non-behavioral health services, call the AFHC coordinator at 1-877-465-5122 during business hours.
- To access behavioral health services, call Behavioral Health Provider Inquiry at 1-800-482-5982

Mailing address

BCN Away From Home Care Unit Mail Code C245 P.O. Box 5043 Southfield, MI 48086-5043