



Dear Blue Shield Network IPA/Medical Group/Practitioner:

Blue Shield of California and Blue Shield of California Promise Health Plan has established a new process for updating and attesting to the accuracy of your provider directory information on Provider Connection:

1. Attestation to the accuracy of your provider directory information on Provider Connection every 90 days.
2. Updates to your provider directory information via the:
 - o Provider & Practitioner Profiles section on Provider Connection.
 - o Provider Data Validation Spreadsheet downloaded from Provider Connection.

We have created the companion guide below to assist you with completing the Provider Data Validation spreadsheet. If after reviewing the companion guide you still have questions, please contact Provider Customer Service at:

- o Provider Customer Service: (800) 541-6652
- o Blue Shield Promise: (800) 468-9935
- o Provider Customer Service Email: ProviderCC@blueshieldca.com

Sincerely,
Provider Information and Enrollment
Blue Shield of California

How this companion guide is organized:

This companion guide begins with important general overview information about the Provider Data Validation spreadsheet and will then go into detail for each tab. **Tab details within the companion guide are organized in the following way:**

- A table describing Blue Shield pre-populated data in order of appearance on each tab.
- A table providing definitions and instructions for making changes to editable fields on each tab.

Provider Data Validation Spreadsheet Overview:

1. **Provider General** = Medical group, IPA, IPA roster member, or individual practitioner information. The provider type column can be used to differentiate data for the medical group, IPA, and IPA roster members. Please note, data on this tab may vary depending on contract type(s).
 - Capitated IPA
 - Promise Capitated IPA
 - Physician Group Practice
 - Practitioner
 - Allied Specialty (Psychologist, Optometrist, etc)
 - Clinic Outpatient (note, FQHC's will reflect this Provider Type)
2. **Practitioner General** = Practitioners that have an active relationship with the IPA or Medical Group.
3. **Validation Contacts** = Contact information of the person responsible for completing the Provider Data Validation spreadsheet.
4. **Support** = Link to the Learning Resources page where the Provider Data Validation Companion Guide can be downloaded.

Each tab contains a series of fields that correspond to the tab name and the demographic information we have on file for your organization at the time the Provider Data Validation spreadsheet was downloaded from Provider Connection.

Pre-populated fields that cannot be overwritten or edited are found under blue header columns (A,B,C,D, and E). Other fields within the file may be edited to make necessary updates or add missing demographic data. Certain fields must be completed with Blue Shield predefined values. The instructions will indicate the fields where these are necessary, and you will be supplied with the values. Drop-down menus can be found in certain areas of the spreadsheet and should be used where available.

Follow the instructions below to update provider directory information contained within the Provider Data Validation spreadsheet. When reviewing and revising the spreadsheet, the below actions are **not** allowed:

- Adding or deleting columns
- Adding or deleting tabs
- Deleting existing columns or rows
- Changing or deleting column headers

Provider_General Tab

Provider_General Tab															
Field Name	Description <i>Changes to Provider Tax ID Number, Provider Name, Provider Type, Line of Business, or Provider NPI cannot be made via the bulk file process. If data populated is incorrect, please submit a separate request to Provider Information & Enrollment at BSCProviderInfo@blueshieldca.com.</i>														
Provider Tax Identification Number	Tax ID of contracted provider organization <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Bulk File is for...</th> <th style="width: 50%;">Tax ID is...</th> </tr> </thead> <tbody> <tr> <td>IPA</td> <td>IPAs Tax ID</td> </tr> <tr> <td>Medical Group</td> <td>Groups Tax ID</td> </tr> <tr> <td>Practitioner</td> <td>Practitioners Tax ID or SSN</td> </tr> </tbody> </table>	Bulk File is for...	Tax ID is...	IPA	IPAs Tax ID	Medical Group	Groups Tax ID	Practitioner	Practitioners Tax ID or SSN						
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Provider Type	Provider type corresponding to taxonomy <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Provider Type</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td>Capitated IPA</td> <td>IPA</td> </tr> <tr> <td>Promise Capitated IPA</td> <td>IPA</td> </tr> <tr> <td>Physician Group Practice</td> <td>Medical group (PPO)</td> </tr> <tr> <td>Practitioner</td> <td>Practitioner or IPA roster member</td> </tr> <tr> <td>Allied Specialty (Psychologist, Optometrist, etc)</td> <td>Medical group (PPO)</td> </tr> <tr> <td>Clinic Outpatient</td> <td>Medical group (PPO)</td> </tr> </tbody> </table>	Provider Type	Description	Capitated IPA	IPA	Promise Capitated IPA	IPA	Physician Group Practice	Medical group (PPO)	Practitioner	Practitioner or IPA roster member	Allied Specialty (Psychologist, Optometrist, etc)	Medical group (PPO)	Clinic Outpatient	Medical group (PPO)
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Line of Business (LOB)	Line of business for contracted provider organization																		
	Note: line of business is only populated for Capitated IPA provider types. The table below outlines the different lines of business that a Capitated Entity may be contracted under. The file will be pre-populated with the line of business corresponding to your Tax ID.																		
	<table border="1"> <thead> <tr> <th data-bbox="376 506 857 541">If Line of Business is...</th> <th data-bbox="857 506 1336 541">Then contracted entity is....</th> </tr> </thead> <tbody> <tr> <td data-bbox="376 541 857 577">HMO Commercial</td> <td data-bbox="857 541 1336 577">Commercial Only</td> </tr> <tr> <td data-bbox="376 577 857 613">HMO Medicare Commercial</td> <td data-bbox="857 577 1336 613">Commercial and Medicare</td> </tr> <tr> <td data-bbox="376 613 857 648">HMO Medicare</td> <td data-bbox="857 613 1336 648">Medicare Only</td> </tr> <tr> <td data-bbox="376 648 857 684">HMO Promise</td> <td data-bbox="857 648 1336 684">Medi-Cal Only</td> </tr> <tr> <td data-bbox="376 684 857 720">HMO CalPERS</td> <td data-bbox="857 684 1336 720">CalPERS</td> </tr> <tr> <td data-bbox="376 720 857 756">HMO TRIO</td> <td data-bbox="857 720 1336 756">Trio Only</td> </tr> <tr> <td data-bbox="376 756 857 791">HMO TRIO CalPERS</td> <td data-bbox="857 756 1336 791">Trio and CalPERS</td> </tr> <tr> <td data-bbox="376 791 857 827">HMO CCSF TRIO</td> <td data-bbox="857 791 1336 827">City College of San Francisco</td> </tr> </tbody> </table>	If Line of Business is...	Then contracted entity is....	HMO Commercial	Commercial Only	HMO Medicare Commercial	Commercial and Medicare	HMO Medicare	Medicare Only	HMO Promise	Medi-Cal Only	HMO CalPERS	CalPERS	HMO TRIO	Trio Only	HMO TRIO CalPERS	Trio and CalPERS	HMO CCSF TRIO	City College of San Francisco
	If Line of Business is...	Then contracted entity is....																	
	HMO Commercial	Commercial Only																	
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HMO CCSF TRIO	City College of San Francisco																		
Provider NPI	National Provider Identifier																		
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Clinic Outpatient	Medical group NPI - Type 2																		
<p>Note, the below fields are editable</p>																			
Organization Website	Provider organization website for member-facing interactions																		
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<p>Provider Email</p>	<p>Provider organization email for health plan administrative contacts</p> <table border="1" data-bbox="378 359 1333 695"> <thead> <tr> <th data-bbox="378 359 857 401">If Provider Type is...</th> <th data-bbox="857 359 1333 401">Then email is...</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 401 857 443">Capitated IPA</td> <td data-bbox="857 401 1333 443">IPA email address</td> </tr> <tr> <td data-bbox="378 443 857 485">Promise Capitated IPA</td> <td data-bbox="857 443 1333 485">IPA email address</td> </tr> <tr> <td data-bbox="378 485 857 548">Practitioner</td> <td data-bbox="857 485 1333 548">Practitioner or IPA roster member email address</td> </tr> <tr> <td data-bbox="378 548 857 590">Physician Group Practice</td> <td data-bbox="857 548 1333 590">Medical group email address</td> </tr> <tr> <td data-bbox="378 590 857 653">Allied Specialty (Psychologist, Optometrist, etc)</td> <td data-bbox="857 590 1333 653">Medical group email address</td> </tr> <tr> <td data-bbox="378 653 857 695">Clinic Outpatient</td> <td data-bbox="857 653 1333 695">Medical group email address</td> </tr> </tbody> </table>	If Provider Type is...	Then email is...	Capitated IPA	IPA email address	Promise Capitated IPA	IPA email address	Practitioner	Practitioner or IPA roster member email address	Physician Group Practice	Medical group email address	Allied Specialty (Psychologist, Optometrist, etc)	Medical group email address	Clinic Outpatient	Medical group email address
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Allied Specialty (Psychologist, Optometrist, etc)	Medical group email address														
Clinic Outpatient	Medical group email address														
<p>Provider Directory Email</p>	<ul style="list-style-type: none"> • Yes = Display email on directory • No = Do NOT display email on directory 														
<p>Service Location Add/Term/Update</p>	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Add • Term • Update <table border="1" data-bbox="378 968 1344 1864"> <thead> <tr> <th colspan="2" data-bbox="378 968 1344 1010">Add</th> </tr> <tr> <th data-bbox="378 1010 857 1052">If Provider Type is...</th> <th data-bbox="857 1010 1344 1052">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 1052 857 1188">Capitated IPA</td> <td data-bbox="857 1052 1344 1188">Please submit a separate request to your Blue Shield Provider Relations Representative for updates to IPA administrative office address.</td> </tr> <tr> <td data-bbox="378 1188 857 1325">Promise Capitated IPA</td> <td data-bbox="857 1188 1344 1325">Please submit a separate request to your Blue Shield Provider Relations Representative for updates to IPA administrative office address.</td> </tr> <tr> <td data-bbox="378 1325 857 1864">Practitioner</td> <td data-bbox="857 1325 1344 1864"> <p>To add a new location for a practitioner or IPA roster member, on the Provider General tab in a blank row:</p> <ul style="list-style-type: none"> • In column A, mirror the Provider Tax Identification Number found on the spreadsheet. • In column B, enter the practitioners first and last name. • In column C, type: Practitioner • Leave column D blank • In column E, type the practitioners individual (type 1) NPI. <p style="text-align: right;">(continued on next page)</p> </td> </tr> </tbody> </table>	Add		If Provider Type is...	Then...	Capitated IPA	Please submit a separate request to your Blue Shield Provider Relations Representative for updates to IPA administrative office address.	Promise Capitated IPA	Please submit a separate request to your Blue Shield Provider Relations Representative for updates to IPA administrative office address.	Practitioner	<p>To add a new location for a practitioner or IPA roster member, on the Provider General tab in a blank row:</p> <ul style="list-style-type: none"> • In column A, mirror the Provider Tax Identification Number found on the spreadsheet. • In column B, enter the practitioners first and last name. • In column C, type: Practitioner • Leave column D blank • In column E, type the practitioners individual (type 1) NPI. <p style="text-align: right;">(continued on next page)</p>				
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If Provider Type is...	Then...														
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Service Location Add/Term/Update	Add (continued)	
	If Provider Type is...	Then...
	Practitioner	<ul style="list-style-type: none"> • Select Add under the Service Location Add/Term/Update column. • Complete all <i>required</i> service location address fields: address, city, state, zip, and phone number. Address must be a physical location recognized by USPS. <p>Note: the location will also need to be added for the practitioner on the Practitioner General tab.</p>
	Physician Group Practice	<p>To add a new location for the group, in a blank row:</p> <ul style="list-style-type: none"> • In column A, mirror the Provider Tax Identification Number found on the spreadsheet. • In column B, mirror the Provider Organization Name found on the spreadsheet. • In column C, type: Physician Group Practice • Select Add under the Service Location Add/Term/Update column. • Complete all <i>required</i> service location address fields: address, city, state, zip, and phone number. Address must be a physical location recognized by USPS. <p>Note: if adding a new service location for the group, add all roster members practicing at the location on the Practitioner General tab. At least one roster member is required to complete the location add.</p>
Allied Specialty (Psychologist, Optometrist, etc)	<p>To add a new location for the group, in a blank row:</p> <ul style="list-style-type: none"> • In column A, mirror the Provider Tax Identification Number found on the spreadsheet. <p style="text-align: right;">(continued on next page)</p>	

Service Location Add/Term/Update	Add (continued)	
	If Provider Type is...	Then...
	Allied Specialty (Psychologist, Optometrist, etc)	<ul style="list-style-type: none"> In column B, mirror the Provider Organization Name found on the spreadsheet. In column C, mirror the appropriate Provider Type (Psychologist, Optometrist, etc) Select Add under the Service Location Add/Term/Update column. Complete all <i>required</i> service location address fields: address, city, state, zip, and phone number. Address must be a physical location recognized by USPS. <p>Note: if adding a new service location for the group, add all roster members practicing at the location on the Practitioner General tab. At least one roster member is required to complete the location add.</p>
	Clinic Outpatient	<p>To add a new location for the clinic, in a blank row:</p> <ul style="list-style-type: none"> In column A, mirror the Provider Tax Identification Number found on the spreadsheet. In column B, mirror the Provider Organization Name found on the spreadsheet. In column C, type: Clinic Outpatient Select Add under the Service Location Add/Term/Update column. Complete all <i>required</i> service location address fields: address, city, state, zip, and phone number. Address must be a physical location recognized by USPS. <p style="text-align: right;">(continued on next page)</p>

Service Location Add/Term/Update	Add (continued)	
	If Provider Type is... Clinic Outpatient	Then... Note: if adding a new service location for the clinic, add all roster members practicing at the location on the Practitioner General tab. At least one roster member is required to complete the location add. You may receive an email notification requesting additional documentation to support the location add for the clinic.
	Term	
	If Provider Type is... Capitated IPA	Then... Please submit a separate request to your Blue Shield Provider Relations Representative for updates to IPA administrative office address.
	Promise Capitated IPA	Please submit a separate request to your Blue Shield Provider Relations Representative for updates to IPA administrative office address.
	Practitioner	Select Term when a service location needs to be removed or when changing a service location address. <ul style="list-style-type: none"> To <i>terminate</i> a location for a practitioner or IPA roster member, apply the termination on the Practitioner General tab. To <i>change</i> a location for a practitioner or IPA roster member, select Term on the row for the location to be removed and add the new location in a blank row. See Add section above for details on adding new locations. Note: location change actions will also need to be completed on the Practitioner General tab (select Term for the location to be removed and add the new location in a blank row).

Service Location Add/Term/Update	Term (continued)	
	If Provider Type is...	Then...
	Physician Group Practice	<p>Select Term when a service location needs to be removed or when changing a service location address.</p> <ul style="list-style-type: none"> Terminating a group location will remove all roster members from the location. To <i>change</i> a group location, select Term on the row for the location to be removed and add the new location in a blank row. See Add section above for details on adding new locations.
	Allied Specialty (Psychologist, Optometrist, etc)	<p>Select Term when a service location needs to be removed or when changing a service location address.</p> <ul style="list-style-type: none"> Terminating a group location will remove all roster members from the location. To <i>change</i> a group location, select Term on the row for the location to be removed and add the new location in a blank row. See Add section above for details on adding new locations.
Clinic Outpatient	<p>Select Term when a service location needs to be removed or when changing a service location address.</p> <ul style="list-style-type: none"> Terminating a clinic location will remove all roster members from the location. To <i>change</i> a clinic location, select Term on the row for the location to be removed and add the new location in a blank row. See Add section above for details on adding new locations. 	

Service Location Add/Term/Update	Update	
	If Provider Type is...	Then...
	Capitated IPA	Please submit a separate request to your Blue Shield Provider Relations Representative for updates to IPA administrative office data.
	Promise Capitated IPA	Please submit a separate request to your Blue Shield Provider Relations Representative for updates to IPA administrative office data.
	Practitioner	Select Update when editing non-address related information, such as phone, fax, office hours, etc.
	Physician Group Practice	Select Update when editing non-address related information, such as phone, fax, office hours, etc.
	Allied Specialty (Psychologist, Optometrist, etc)	Select Update when editing non-address related information, such as phone, fax, office hours, etc.
Clinic Outpatient	Select Update when editing non-address related information, such as phone, fax, office hours, etc.	
Service Location Term Date	<p>Date the service location became inactive</p> <ul style="list-style-type: none"> Termination date is required when Term is selected in the Service Location Add/Term/Update column. Future termination dates cannot be applied. Format date as: MM/DD/YYYY (example 01/01/2024). 	

* Indicates a required field for new location add															
Service Location Address*	<p>Location where services are rendered. Address must be a physical location recognized by USPS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If Provider Type is...</th> <th style="text-align: left;">Then the location listed is...</th> </tr> </thead> <tbody> <tr> <td>Capitated IPA</td> <td>IPA administrative office address</td> </tr> <tr> <td>Promise Capitated IPA</td> <td>IPA administrative office address</td> </tr> <tr> <td>Practitioner</td> <td>Practitioner or IPA roster member service location</td> </tr> <tr> <td>Physician Group Practice</td> <td>Group service location</td> </tr> <tr> <td>Allied Specialty (Psychologist, Optometrist, etc)</td> <td>Group service location</td> </tr> <tr> <td>Clinic Outpatient</td> <td>Clinic service location</td> </tr> </tbody> </table>	If Provider Type is...	Then the location listed is...	Capitated IPA	IPA administrative office address	Promise Capitated IPA	IPA administrative office address	Practitioner	Practitioner or IPA roster member service location	Physician Group Practice	Group service location	Allied Specialty (Psychologist, Optometrist, etc)	Group service location	Clinic Outpatient	Clinic service location
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Allied Specialty (Psychologist, Optometrist, etc)	Group service location														
Clinic Outpatient	Clinic service location														
Service Location City*	City where services are rendered.														
Service Location State*	State where services are rendered.														
Service Location ZIP*	ZIP where services are rendered. 5 digits only (no +4).														
Service Location Wheelchair Accessible	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> Yes = Service location is wheelchair accessible No = Service location is NOT wheelchair accessible 														
Service Location Office Phone*	<p>Phone number for the service location where members can make appointments.</p> <ul style="list-style-type: none"> Acceptable formats are XXX-XXX-XXXX or XXXXXXXXXX. No spaces or other special characters may be added to the number. 														
Service Location Office Fax	<p>Non-member facing fax number for the service location used for health plan correspondence.</p> <ul style="list-style-type: none"> Acceptable formats are XXX-XXX-XXXX or XXXXXXXXXX. No spaces or other special characters may be added to the number. 														
Service Location Office Hours	<p>Office hours of service location.</p> <ul style="list-style-type: none"> Enter days as: MON; TUES; WED; THU; FRI; SAT; SUN Enter office hours in standard (12 hour) or world (24 hour) time. For example: <ul style="list-style-type: none"> Standard: 8:30am-5:00pm World: 0830-1700 To indicate closed hours, enter: X-X 														

<p>Service Location - Does the provider offer Gender Affirming Care services?</p>	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Yes • No <p>Note: gender affirming care indicated in this field will apply to the group at the service location listed. If applicable to a practitioner only, enter your response on the PRACTITIONER_GENERAL tab.</p>
<p>Service Location - Has the provider performed Gender Affirming Care services in the past?</p>	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Yes • No <p>Note: gender affirming care indicated in this field will apply to the group at the service location listed. If applicable to a practitioner only, enter your response on the PRACTITIONER_GENERAL tab.</p>
<p>Service Location - Types of Gender Affirming Care Provided</p>	<p>If applicable, enter or copy/paste the respective "ZG" codes for gender affirming care services offered by the group using the options below. Separate each entry with a comma.</p> <ul style="list-style-type: none"> • Body Modification (ZG17) • Breast Augmentation (ZG03) • Electrolysis / Laser Hair Removal (ZG18) • Facial feminization surgery (ZG05) • Gender-affirming gynecological care (ZG14) • General Routine Care (ZG21) • Hair Transplant (ZG16) • Hand Therapy following phalloplasty (ZG19) • Hormone therapy related to gender dysphoria (ZG13) • Hysterectomy / Oophorectomy (ZG06) • Male chest reconstruction (ZG04) • Mental Health Therapy/Counseling (ZG22) • Metoidioplasty (ZG09) • Orchiectomy (ZG07) • Pelvic Floor Therapy following vaginoplasty (ZG20) • Phalloplasty (ZG10) • Scrotoplasty (ZG11) • Vaginoplasty (ZG08) • Voice feminization surgery (ZG12) • Voice therapy related to gender dysphoria (ZG15)
<p>Service Location Language Interpreter Services</p>	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Yes = There are language interpreter services provided at this location • No = There are NOT language interpreter services provided at this location
<p>Service Location Clinical Staff Languages</p>	<p>Language(s), other than English, spoken by staff at the site where member receives care. If more than one language is entered, separate each language with a comma.</p>

Service Location Telehealth	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Only telehealth services provided at this location. • Telehealth & in-person services provided at this location. • In-person services only provided at this location
Service Location QMI – Spanish	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Yes – the specified language is offered by a Qualified Medical Interpreter (QMI). • No - specified language is NOT offered by a Qualified Medical Interpreter (QMI). <p>Note: the interpreter must have a QMI certification if Yes is selected.</p>
Service Location QMI – Russian	
Service Location QMI – Mandarin	
Service Location QMI – Korean	
Service Location QMI – Cantonese	
Service Location QMI – Vietnamese	

Practitioner_General Tab

Practitioner_General Tab											
Field Name	Description										
Provider Tax Identification Number	<p>Tax ID of contracted provider organization entity</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Bulk File is for...</th> <th style="background-color: #e0e0e0;">Tax ID is...</th> </tr> </thead> <tbody> <tr> <td>IPA</td> <td>IPAs Tax ID</td> </tr> <tr> <td>Medical Group</td> <td>Groups Tax ID</td> </tr> <tr> <td>Practitioner</td> <td>Practitioners Tax ID or SSN</td> </tr> </tbody> </table>	Bulk File is for...	Tax ID is...	IPA	IPAs Tax ID	Medical Group	Groups Tax ID	Practitioner	Practitioners Tax ID or SSN		
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Provider Name	<p>Name of contracted provider organization entity</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">If Provider Type is...</th> <th style="background-color: #e0e0e0;">Then Provider Name is...</th> </tr> </thead> <tbody> <tr> <td>Practitioner</td> <td>Practitioner or IPA name</td> </tr> <tr> <td>Physician Group Practice</td> <td>Medical group name</td> </tr> <tr> <td>Allied Specialty (Psychologist, Optometrist, etc)</td> <td>Medical group name</td> </tr> <tr> <td>Clinic Outpatient</td> <td>Medical group name</td> </tr> </tbody> </table>	If Provider Type is...	Then Provider Name is...	Practitioner	Practitioner or IPA name	Physician Group Practice	Medical group name	Allied Specialty (Psychologist, Optometrist, etc)	Medical group name	Clinic Outpatient	Medical group name
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Provider Type	Provider type of contracted entity corresponding to taxonomy																		
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Note: for blended groups, filtering by provider type on the Practitioner General tab will separate roster members by IPA/PPO medical group.																			
Line of Business (LOB)	Line of business for contracted provider organization the practitioner is associated with																		
	Note: line of business on the Practitioner General tab is only populated for IPA roster members. For these roster members, the file will be pre-populated with the line of business corresponding to your Tax ID.																		
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	If Line of Business is...	Then contracted entity is....																	
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HMO CCSF TRIO	City College of San Francisco																		
Note, the below fields are editable																			
* Indicates a required field for new practitioner or new location add.																			
Last Name*	Practitioner's last name as listed on their license or certification. Entry in this field must match license/certification exactly.																		
First Name*	Practitioner's first name as listed on their license or certification. Entry in this field must match license/certification exactly.																		
NPI*	Practitioner's NPI (type 1). Entry must match NPI assigned by CMS' National Plan and Provider Enumeration System (NPPES).																		
Gender*	Click in the cell to activate the drop-down menu and select the practitioner's gender: <ul style="list-style-type: none"> • M = Male • F = Female 																		
License Number*	Practitioner's medical license or certification number.																		

License State*	State in which the practitioner is licensed or certified.
License Issuer	Board the license or certification is issued through. Example: Medical Board of California, Osteopathic Medical Board of California, California Board of Behavioral Sciences, etc.
License Type	License type. Field is not required to be populated.
Education*	Practitioner's education. Example: MD, DO, NP, RN, PA, PT, OT, DPM, OD, PSYD, MFT, LCSW, LPCC, CRNA, LAC
Ethnicity	Practitioner's ethnicity. If more than one ethnicity is entered, separate each entry with a comma. Ethnicity options are: Amerasian, American Indian/Alaska Native American, Asian Indian, Asian/Pacific Islander, Black/African American, Cambodian, Caucasian, Chinese, Cuban, Filipino, Guamanian, Guatemalan, Hawaiian, Hispanic/Latino, Hmong, Japanese, Korean, Laotian, Mexican, Mexican American or Chicano/a, Other, Other Asian, Other Hispanic/Latino, Puerto Rican, Salvadoran, Samoan, Unknown, Vietnamese.
Practitioner Language(s)	Language(s), other than English, spoken by the practitioner. If more than one language is entered, separate each language with a comma. See list of eligible languages under Practitioner Language Values .
Hospital Based	Click in the cell to activate the drop-down menu and select either: <ul style="list-style-type: none"> • Yes = Practitioner is hospital-based • No = Practitioner is NOT hospital-based <p>This is an NCQA/credentialing requirement.</p>
Areas of Expertise	See list of area of expertise options below. If applicable, enter one or more areas of expertise. Separate each entry with a comma. Only these values are allowed: <ul style="list-style-type: none"> • Chronic illness • HIV/AIDS • Serious mental illness • Homelessness • Deaf or hard of hearing • Blind or visually impaired • Cooccurring disorders
Supervising Physician NPI (if applicable)	NPI of the licensed physician who engages in direct supervision where required. <ul style="list-style-type: none"> • Required for all Physician Assistant adds. • Required for all Nurse Practitioner adds unless NP has qualification of "Nurse Practitioner independent group setting across lifespan" on licensure. <p>Note: only one supervising physician NPI may be added. If the NP/PA has multiple supervising physicians, please submit a separate request to Provider Information & Enrollment at BSCProviderInfo@blueshieldca.com to add the additional physicians.</p>

<p>Service Location Add/Term/Update</p>	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Add • Term • Update <p>Add</p> <p>To add a service location for a practitioner, in a blank row:</p> <ul style="list-style-type: none"> • Mirror the Provider Tax Identification Number, Provider Name, and Provider Type found on the spreadsheet. • For IPA roster members only, mirror the appropriate Line of Business. • Select Add and complete all <i>required</i> service location address fields: street address, city, state, and zip. <p>Note: the location must be found on the Provider General tab to add a practitioner at the location on the Practitioner General tab.</p> <p>Term</p> <p>To remove or change a service location for a practitioner, select Term.</p> <p>Update</p> <p>Select when editing non-address related information, such as panel status, specialty, etc.</p>
<p>Service Location Term Date</p>	<p>Date the service location became inactive.</p> <ul style="list-style-type: none"> • Complete this field when TERM is selected in the Service Location Add/Term/Update column. • Future termination dates cannot be applied. • Format date as: MM/DD/YYYY (example 01/01/2024).
<p>* Indicates a required field for new practitioner or new location add.</p>	
<p>Service Location Street Address*</p>	<p>Location where services are rendered. Address must be a physical location recognized by USPS.</p> <p>Note: when available, mirror the pre-populated address from the Provider General tab to the Practitioner General tab for practitioner location adds.</p>
<p>Service Location City*</p>	<p>City where services are rendered.</p>
<p>Service Location State*</p>	<p>State where services are rendered.</p>
<p>Service Location ZIP*</p>	<p>ZIP where services are rendered. 5 digits only (no +4).</p>

<p>Service Location - Does the provider offer Gender Affirming Care services?</p>	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Yes • No <p>Note: gender affirming care indicated in this field will apply to the practitioner at the service location listed. If applicable to a group service location, enter your response on the PROVIDER_GENERAL tab.</p>
<p>Service Location - Has the provider performed Gender Affirming Care services in the past?</p>	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Yes • No <p>Note: gender affirming care indicated in this field will apply to the practitioner at the service location listed. If applicable to a group service location, enter your response on the PROVIDER_GENERAL tab.</p>
<p>Service Location - Types of Gender Affirming Care Provided</p>	<p>If applicable, enter or copy/paste the respective "ZG" codes for gender affirming care services offered by this practitioner using the options below. Separate each entry with a comma.</p> <ul style="list-style-type: none"> • Body Modification (ZG17) • Breast Augmentation (ZG03) • Electrolysis / Laser Hair Removal (ZG18) • Facial feminization surgery (ZG05) • Gender-affirming gynecological care (ZG14) • General Routine Care (ZG21) • Hair Transplant (ZG16) • Hand Therapy following phalloplasty (ZG19) • Hormone therapy related to gender dysphoria (ZG13) • Hysterectomy / Oophorectomy (ZG06) • Male chest reconstruction (ZG04) • Mental Health Therapy/Counseling (ZG22) • Metoidioplasty (ZG09) • Orchiectomy (ZG07) • Pelvic Floor Therapy following vaginoplasty (ZG20) • Phalloplasty (ZG10) • Scrotoplasty (ZG11) • Vaginoplasty (ZG08) • Voice feminization surgery (ZG12) • Voice therapy related to gender dysphoria (ZG15)
<p>Service Location Panel Status*</p>	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> • Accepting New and Existing Patients • Open to Existing Patients Only

Service Location Specialty 1*	<p>Service locations primary specialty:</p> <ul style="list-style-type: none"> Practitioner's primary specialty Practitioner's IPA designated specialty <p>Note: at least one specialty is required. See list of eligible specialties under Service Location Specialty Values. Only these values are allowed.</p>
Service Location Specialty 2	<p>Service locations secondary specialty:</p> <ul style="list-style-type: none"> Practitioner's secondary specialty Practitioner's IPA designated specialty <p>See list of eligible specialties under Service Location Specialty Values. Only these values are allowed.</p>
Service Location Role	<p>Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> PCP Specialist <p>See below for more information:</p> <ul style="list-style-type: none"> PCP must accept membership assignment, enable referral to specialist care, enable other coordination of care as necessary per member plan. Select Specialist for practitioners who are NOT designated PCPs. Select Specialist for mid-levels (Nurse Practitioner, Physician Assistant, CRNA, Registered Nurse Midwife). Mid-level exception: Nurse Practitioners are eligible for PCP or Specialist role. <p>* Required for all IPA roster members.</p>
Service Location Lowest Age	<p>Age of youngest patient accepted. Whole number only.</p> <p>* Required for all IPA roster members.</p>
Service Location Highest Age	<p>Age of oldest patient accepted. Whole number only, up to 3 digits allowed.</p> <p>* Required for all IPA roster members.</p>
Service Location Gender Limit	<p>Click in the cell to activate the drop-down menu and select:</p> <ul style="list-style-type: none"> BOTH = Practitioner accepts both male and female patients M = Practitioner accepts male patients only F = Practitioner accepts female patients only <p>* Required for all IPA roster members.</p>
Enrolled in Medi-Cal	<p>Is the practitioner enrolled in Medi-Cal. Click in the cell to activate the drop-down menu and select either:</p> <ul style="list-style-type: none"> Yes No

Medi-Cal Orientation Received	If the practitioner is enrolled in Medi-Cal, was Medi-Cal Orientation completed. Click in the cell to activate the drop-down menu, and select either: <ul style="list-style-type: none"> • Yes • No
Medi-Cal Orientation Date	If applicable, populate the date Medi-Cal Orientation was completed (NPO training date).

Validation_Contacts Tab

Provider Organization Tax Identification Number	Tax ID of provider organization. (IPA or Medical Group Tax ID, or Practitioners Tax ID/SSN)
Provider Organization Name	Name of contracted provider organization entity. (IPA, Medical Group, or Practitioner Name)
Provider Type	Provider type corresponding to taxonomy. Note: field may be blank, not required to populate.
Provider Email	Email address of individual(s) responsible for validation. <ul style="list-style-type: none"> • If the email address populated is incorrect or no longer valid, overwrite with corrected email address for the person(s) responsible for completing validation spreadsheets. • Information will be used for outreach and validation purposes specifically.

Appendix

Service Location Specialty Values

Service Location Specialty Values (Non-MD)	
Audiologist	Licensed Professional Clinical Counselor
Certified Acupuncturist	Marriage Family Therapist
Certified Behavioral Analyst Doctorate	Naturopathic Physician
Certified Behavioral Analyst Masters	Occupational Therapist
Certified Feldenkrais Practitioner	Optometrist
Certified Midwife (Non RN)	Oral Maxillofacial Surgeon
Certified Nurse Practitioner	Orthodontics
Certified Ocularist / Dispensing Optician	Orthotist / Prosthetist Supplier
Certified Orthotist	Pedodontics
Certified Prosthetist	Periodontics

Certified Registered Nurse Anesthetist	Physicians Assistant
Certified Registered Nurse Midwife	Podiatrist
Chiropractor	Prosthodontics
Clinical Neuropsychologist	Psychiatric-Mental Health Nurse Practitioner
Clinical Nurse Specialist	Psychologist
Diabetes Educator	Registered Dietitian / Nutritionist
Endodontics	Registered Nurse Licensed Vocational Nurse
General Dentistry	Registered Physical Therapist
Genetic Counselor	Registered Psychiatric Nurse
Hearing Aid Dealer / Supplier	Respiratory Therapist
Licensed Clinical Social Worker	Speech Pathologist

Service Location Specialty Values (MD/DO)	
Addictive Medicine	Pathology Anatomic
Adolescent Medicine	Pathology Anatomic Clinical
Advanced Heart Failure and Transplant Cardiology	Pathology Clinical
Aerospace Medicine	Pathology Forensic
Allergy Immunology	Pediatric Allergy / Immunology
Anesthesiology	Pediatric Cardiology
Anesthesiology Critical Care Medicine	Pediatric Critical Care Medicine
Anesthesiology Pain Management	Pediatric Dermatology
Blood Banking	Pediatric Emergency Medicine
Cardiac Electrophysiology	Pediatric Endocrinology
Cardiovascular Disease	Pediatric Gastroenterology
Clinical Cytogenetics	Pediatric Hematology / Oncology
Complex Family Planning	Pediatric Infectious Diseases
Cytopathology	Pediatric Medical Toxicology
Dermatology	Pediatric Nephrology
Dermatology Dermatopathology	Pediatric Pathology
Dermatology Immunology	Pediatric Pulmonology
Dermatology Pathology	Pediatric Radiology
Developmental Behavioral Pediatrics	Pediatric Rheumatology
Diagnostic Laboratory Allergy / Immunology	Pediatric Sports Medicine
Emergency Medicine	Pediatric Surgery Orthopedic
Endocrinology Metabolism Diabetes	Pediatric Transplant Hepatology
Endocrinology Reproductive	Pediatrics
Family Practice	Pharmacology Clinical
Family Practice Geriatric Medicine	Phlebology
Family Practice Sports Medicine	Phys Med/ Rehab Pain Medicine
Female Pelvic Med and Reconstructive Surg	Phys Med/ Rehab Sports Medicine
Gastroenterology	Physical Medicine / Rehabilitation
General Practice	Plastic Surgery Within the Head and Neck
Genetics Clinical	Preventative Medicine General

Genetics Clinical Biochemical	Psychiatry
Genetics Clinical Biochemical Molecular	Psychiatry Child
Genetics Clinical Molecular	Psychiatry Forensic
Genetics Medical	Psychiatry Geriatric
Gynecologic Oncology	Psychiatry Hospice / Palliative Medicine
Gynecology	Psychiatry Pain Medicine
Hematology / Oncology	Psychiatry Sleep Medicine
Hematology / Pathology	Public Health Preventative Medicine
Hepatology	Pulmonary Diseases
Hospice and Palliative Medicine	Radiation Oncology
Hospitalist MD/DO	Radiological Physics
Immunopathology	Radiology Diagnostic
Infectious Disease	Radiology Nuclear
Internal Medicine	Radiology Therapeutic
Internal Medicine Critical Care Medicine	Rheumatology
Internal Medicine Geriatric Medicine	Sleep Medicine
Internal Medicine Sports Medicine	Surgery Colon Surgery
Interventional Cardiology	Surgery Critical Care
Maternal and Fetal Medicine	Surgery General
Medical Oncology	Surgery General Vascular
Medical Toxicology Emergency Medicine	Surgery Hand
Microbiology Medical	Surgery Hand Orthopedic
Neonatal / Perinatal Medicine	Surgery Hand Plastic
Nephrology	Surgery Head
Neurodevelopmental Disabilities	Surgery Neurological
Neurology	Surgery Orthopedic
Neurology Child	Surgery Pediatric
Neurology Critical Care Medicine	Surgery Plastic
Neuromuscular Medicine	Surgery Thoracic
Neuropathology	Surgery Trauma / Critical Care
Neurophysiology Clinical	Surgical Oncology
Nuclear Medicine	Transplant Surgery
Obstetrics	Undersea Medicine
Obstetrics / Gynecology	Urology
Occupational Medicine	
Ophthalmology	
Ophthalmology / Otolaryngology / Laryngology / Rhinology	
Osteopathic Manipulative Therapy	
Otolaryngology	
Otology	

Practitioner Language Values

Practitioner Language Values			
Achinese	Flemish	Kru languages	Serbo-Croatian
Afrikaans	French	Kurdish	Shanghaiese
Albanian	Fukienese	Lao	Sign Language
Amharic	Gaelic	Latin	Sindhi
Arabic	German	Latvian	Sinhala
Armenian	Greek	Lithuanian	Slovak
Assamese	Gujarati	Macedonian	South Indian
Assyrian	Haida	Malagasy	Spanish
Asyriac	Hakka	Malay	Swahili
Bengali	Hausa	Malayalam	Swatow
Bulgarian	Hawaiian	Mandarin	Swedish
Burmese	Hebrew	Marathi	Syriac
Cebuano	Hindi	Mien	Tagalog
Chamorro	Hindustani	Modern	Taiwanese
Chinese	Hmong	Mongolian	Tamil
Chinese	Hungarian	Navajo	Telugu
Croatian	Igbo	Nepali	Thai
Czech	Ilocana	Nigerian	Toishanese
Danish	Iloko	Norwegian	Tongan
Dutch	Indonesian	Oriya	Turkish
Egyptian	Isujarati	Persian	Twi
English	Italian	Polish	Ukrainian
Estonian	Japanese	Portuguese	Urdu
Ewe	Kannada	Punjabi	Vietnamese
Faroese	Kashmiri	Pushto	Wu Chinese
Farsi	Khmer	Quechua	Yiddish
Fataleka	Kirghiz	Romanian	Yue Chinese
Fijian	Kiswahili	Russian	Yugoslavian
Filipino	Konkani	Samoan	Zairean
Finnish	Korean	Serbian	Zuni