

STEP-BY-STEP INSTRUCTIONS FOR UPLOADING PHOTOS TO THE HIGHMARK PROVIDER DIRECTORY

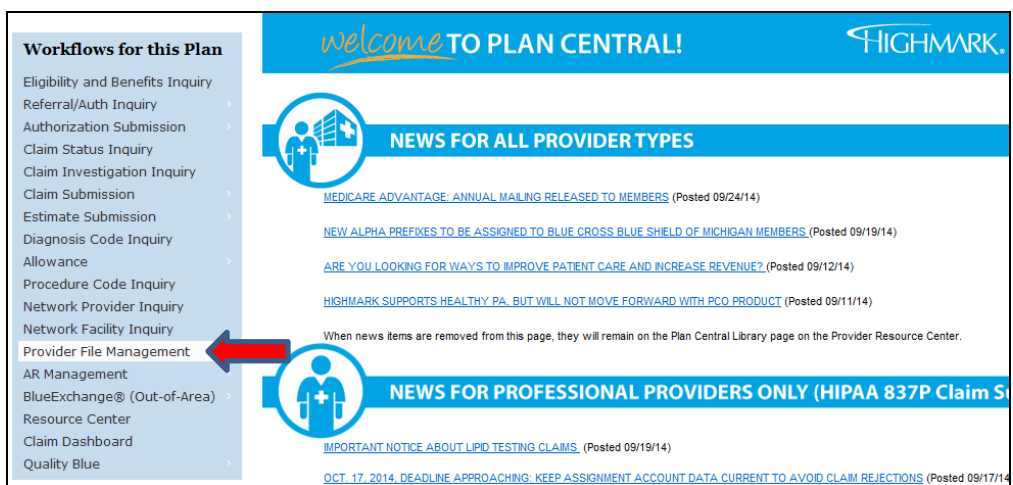
You can personalize your listing in Highmark’s online provider directory by adding your photograph. This can be done easily through *Provider File Management* in NaviNet.® These helpful tips and step-by-step instructions will guide you through the process.



Quick tips before you begin:

- Photos should be relatively small – 154 pixels wide x 195 pixels high.
- Keep the file name short (e.g., John_Smith_MD.jpg).
- The directory is updated over the weekend, which means that if you upload your photo on a Friday, it will appear the following Monday.

STEP 1: From Highmark’s NaviNet Plan Central menu, select **Provider File Management**.



STEP 2: If applicable, select the appropriate billing provider from the drop-down list, and then click **Go**.

Provider File Management

Select a billing provider from the drop-down list and click Go.

Billing provider * Go

STEP 3: Choose the practitioner whose photo you wish to upload, and then click **Apply**.

Practitioners Affiliated with (your office)

Show: All practitioners

Name	
	Practitioner Last Name, First Name

STEP 4: Expand the practitioner's **Demographics and Plan Information** by clicking on the icon .

- Demographics and Plan Participation
- Addresses Where Practitioner Works
- Behavioral Health Profile
- Educational Background
- Hospital Affiliations

STEP 5: Click on the **Upload photo** link.

Directory photo

Upload a photo of the practitioner. By uploading the photo the p provider online directories of Highmark, the Blue Cross Blue Shie independent licensee Plans.

[Upload photo](#) | [Remove photo](#)

Addresses Where Practitioner Works

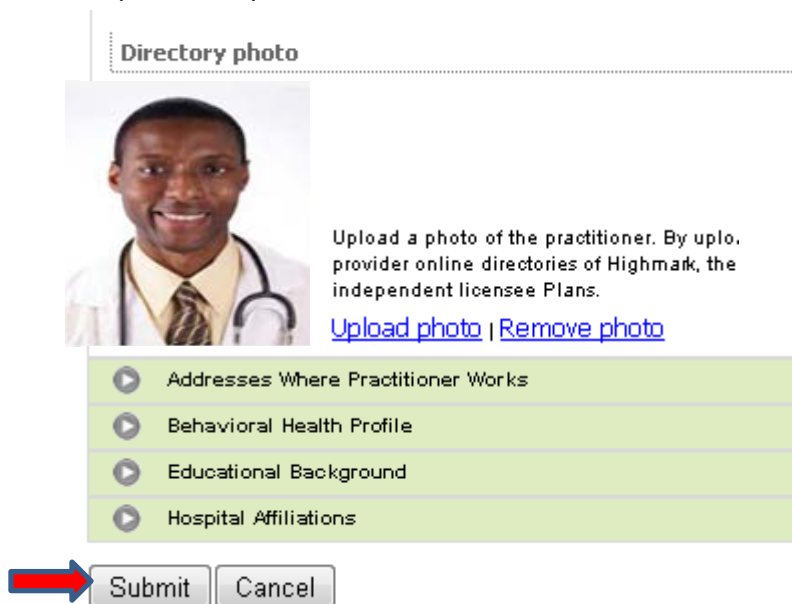
STEP 6: On the **Upload Photo** box, click on **Browse** to locate the photo on your computer.

Upload Photo

STEP 7: Click the **Upload** button and your photo will appear. Click **Close**.



STEP 8: The photo will display as it will in the online provider directory. Click the **Submit** button to complete the upload.



Note: The photos may be published in the applicable Highmark provider directories and may also be published in any Blue Cross Blue Shield Association (BCBSA) and/or other BCBSA independent licensee Plan provider directories, as determined by Highmark. Uploading your photograph is voluntary. At any time, you may upload a new one or delete your photo via Provider File Management in NaviNet.