

# Special Bulletin

For professional providers

August 13, 2025

## How to Review Credentialing Status and Request a Copy of Your Contract

Highmark is committed to making it simpler, faster, and more convenient for you to get the information that you need to work with us via our online platforms:

- [Availity Essentials®](#) portal
- [Provider Resource Center](#) (PRC)

### 1. Credentialing Status

Providers can check their credentialing status by logging into [Availity](#) and then going to **Payer Spaces**. Once there, select the **Provider Data Maintenance (PDM)** tool under **Applications**. Using PDM, providers can perform the following functions:

- Review Credentialing Status
- Request Credentialing
- Review Submitted Change

For additional inquiries related to credentialing, providers should use the [Credentialing Status Inquiry Form](#). On the PRC, go to: **Provider Network > Credentialing > Professional Credentialing**.

### 2. Contract Request

Highmark will provide a copy of the contract with participating physicians, including certain contracts with physician organizations or physician groups. **NOTE:** We are restricted, however, to provide contracts to requesters *if the terms of the contract restrict the request*.

You can complete the [Request to be a Highmark Professional Participating Provider](#) to receive a copy of your contract. To locate this form on the PRC, go to **Resources & Education > Forms > Provider Information Management Forms**.

The following entities, which serve the noted regions, are independent licensees of the Blue Cross Blue Shield Association: Western and Northeastern PA: Highmark Inc. d/b/a Highmark Blue Cross Blue Shield, Highmark Choice Company, Highmark Health Insurance Company, Highmark Coverage Advantage Inc., Highmark Benefits Group Inc., First Priority Health, First Priority Life or Highmark Senior Health Company. Central and Southeastern PA: Highmark Inc. d/b/a Highmark Blue Shield, Highmark Benefits Group Inc., Highmark Health Insurance Company, Highmark Choice Company, or Highmark Senior Health Company. Delaware: Highmark BCBSD Inc. d/b/a Highmark Blue Cross Blue Shield. West Virginia: Highmark West Virginia Inc. d/b/a Highmark Blue Cross Blue Shield, Highmark Health Insurance Company, or Highmark Senior Solutions Company. Western NY: Highmark Western and Northeastern New York Inc. d/b/a Highmark Blue Cross Blue Shield. Northeastern NY: Highmark Western and Northeastern New York Inc. d/b/a Highmark Blue Shield.

All references to "Highmark" in this document are references to the Highmark company that is providing the member's health benefits or health benefit administration and/or to one or more of its affiliated Blue companies. Availity is an independent company that contracts with Highmark to offer provider portal services.