



**BlueCross BlueShield  
of Oklahoma**

## **Alpha prefixes on ID numbers play important role in claims**

The three character alpha prefix at the beginning of a member's ID number is key to identifying and correctly routing out-of-state claims to the appropriate Blue Cross and Blue Shield (BCBS) Plan. These letters identify the plan to which the member belongs and are key to confirming eligibility/coverage.

Please note that an incorrect or missing alpha prefix can cause unfortunate delays in the processing of a claim. Complete patient information allows claims to process as quickly as possible. Below are some helpful tips related to the alpha prefix:

- The alpha prefix is always three letters, followed by the member's ID number, which can be six to fourteen characters total.
- Always include the correct alpha prefix, and avoid randomly selecting an alpha prefix.
- Include the alpha prefix and all alpha numeric characters on all correspondence and claims submitted to the BCBS Plan.
- Make copies of the member's ID card (front and back) for your records.