

Important Notes About Using Availity

When you use Availity Essentials, results and data come from payer systems. Information can vary by payer, plan, product, member, your user permissions, and so on.

Information and images were current at the time this presentation was developed. Screen images and demonstrations are from a demo environment containing pre-loaded generic, deidentified information. Information might also be redacted or blurred.

It is a violation of HIPAA regulations to share credentials to a system that contains PII or PHI. Do not share an Availity user ID with others. Your organization's Availity administrator sets up user ID's and assigns roles.

You should know ...

Availity supports Google Chrome, Mozilla Firefox®, and Microsoft Edge v79.







Be sure to allow pop-ups from:

- Availity Essentials: apps.availity.com
- Availity website: www.availity.com
- Availity Learning Center (ALC): https://availitylearning.learnupon.com
- Or any third-party websites accessed from Availity Essentials, such as a payer's website



What we'll cover



Looking for more training?

Availity offers free on-demand and live training in the Availity Learning Center (ALC). Log in and select **Help & Training | Get Trained** to search the ALC catalog, including:



What's new for providers?

For Molina Healthcare Providers



Smart Claims Benefits:

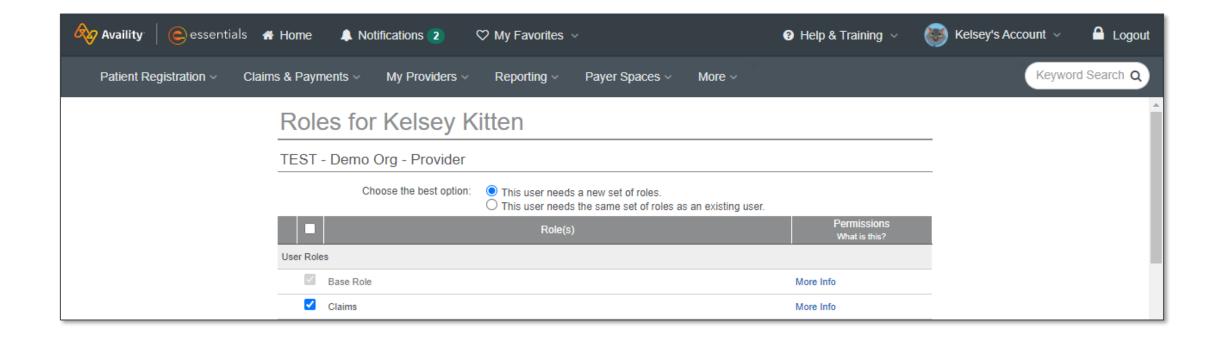
- The ability to use data from eligibility and benefits submissions to search for patients and autofill your claim.
- Create and Save Templates
 - Save a group of patients (up to 50) as a template to accelerate future claim submissions (primary claims only).
- Simplified Claim Entry Tool
 - Includes only the essential fields you need.



Helpful Tips



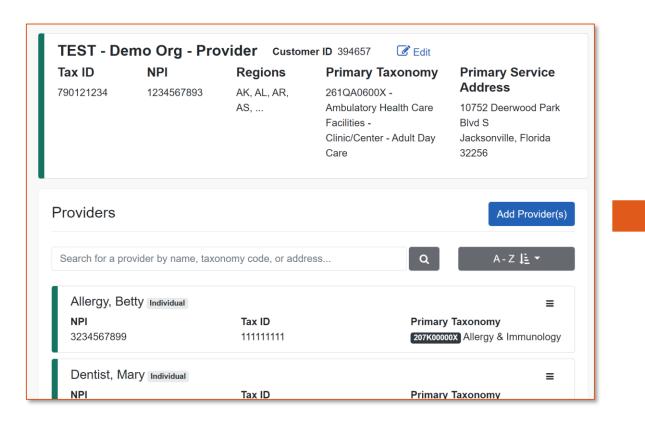
Tip # 1 – Claims Role Required



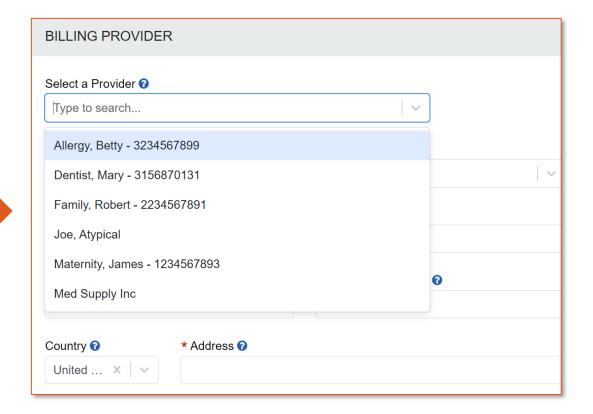


Tip # 2 – Enter Provider Data on the Manage My Organization Page

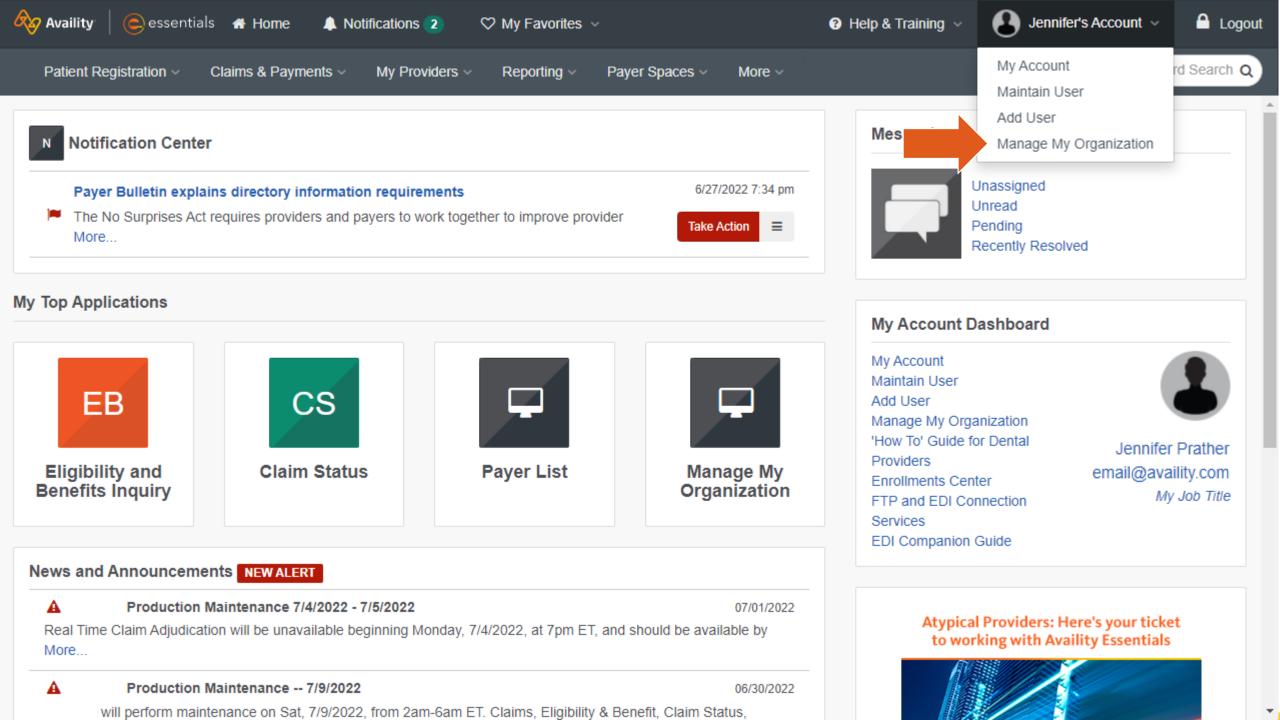
Add providers here...

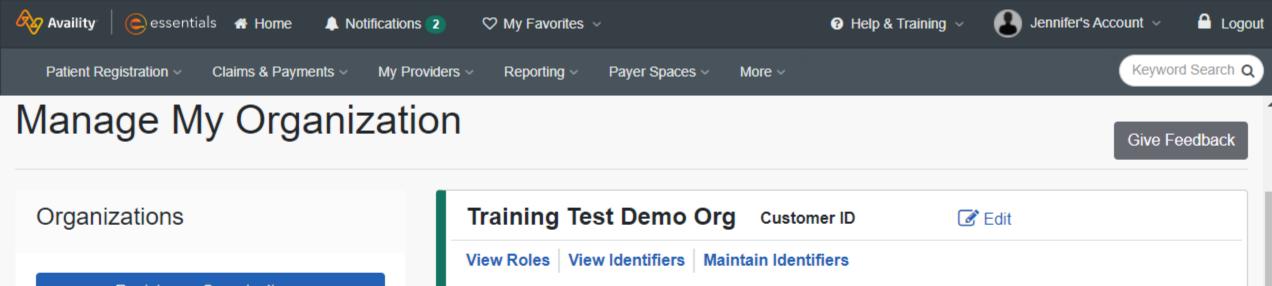


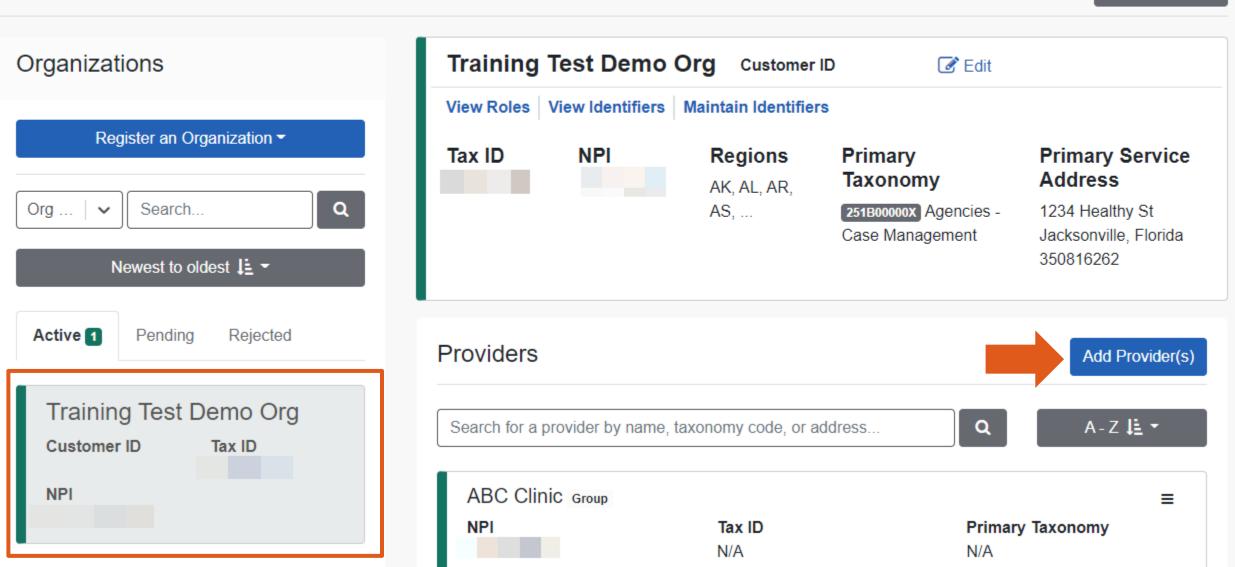
...so they display here

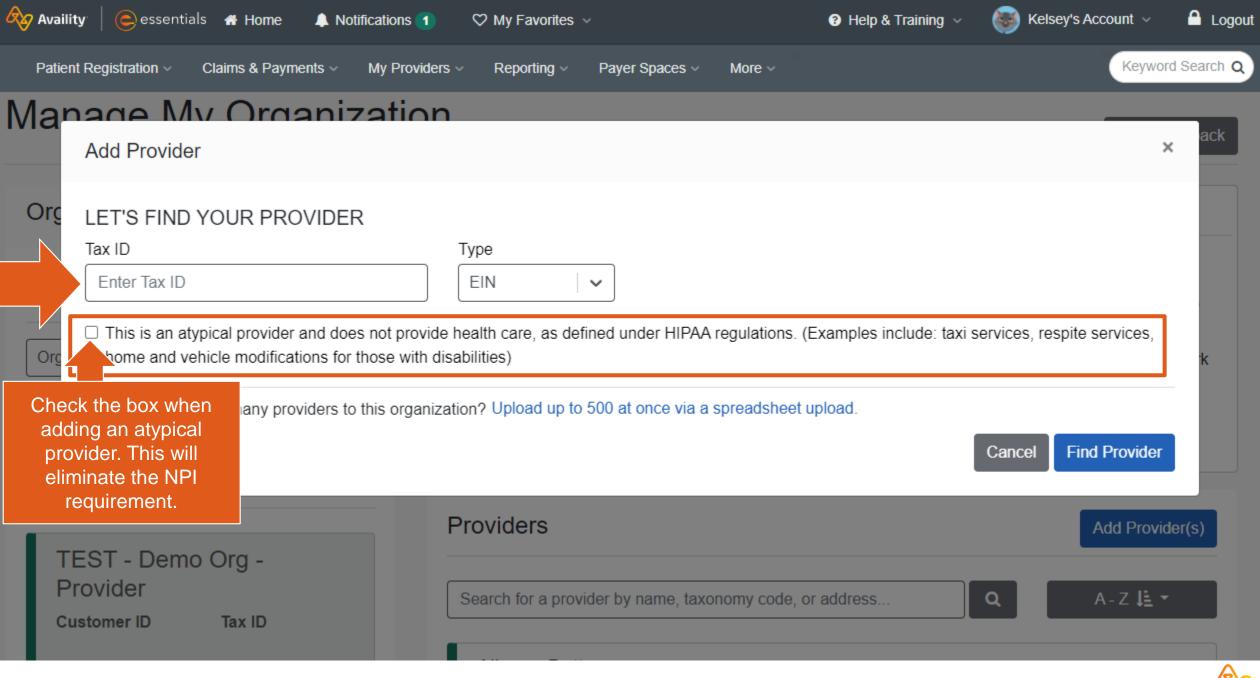


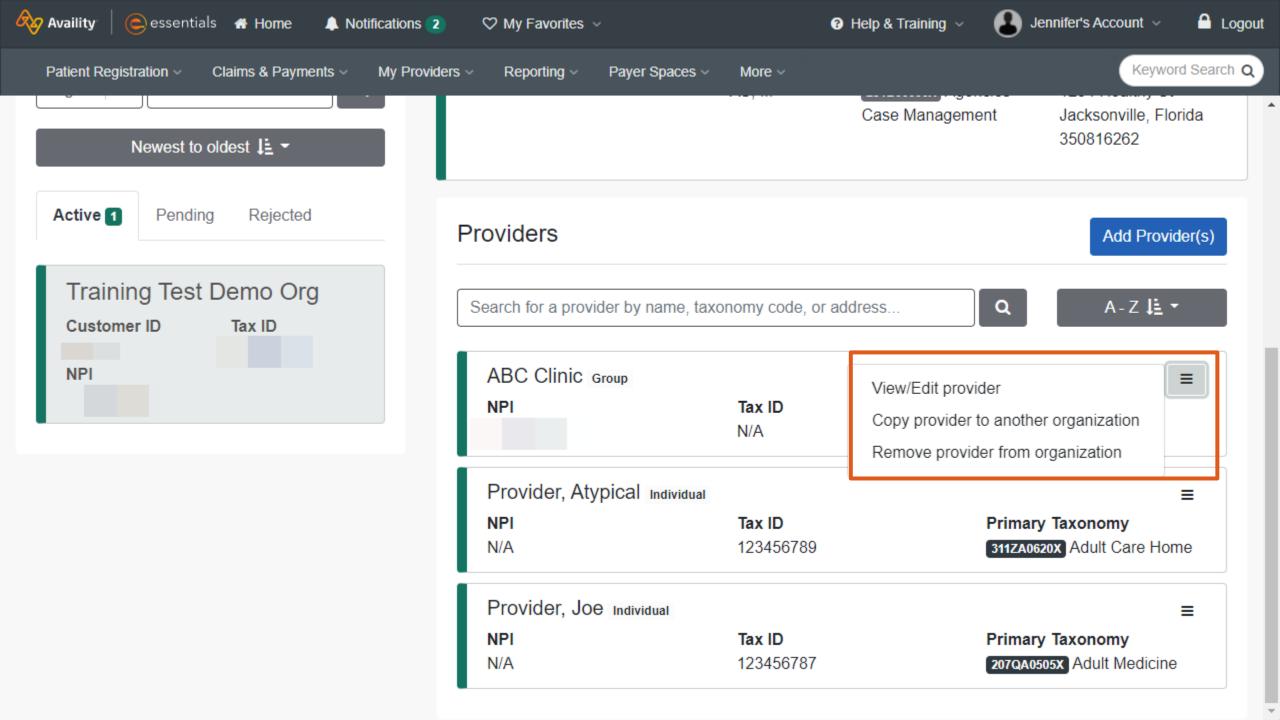












Help! I am an atypical provider and set up my providers with NPI's.

It's ok! You can correct this by...

- 1. Remove the atypical provider that was added with an NPI from the organization.
- 2. Readd the provider, but this time select that option stating "this is an atypical provider..."

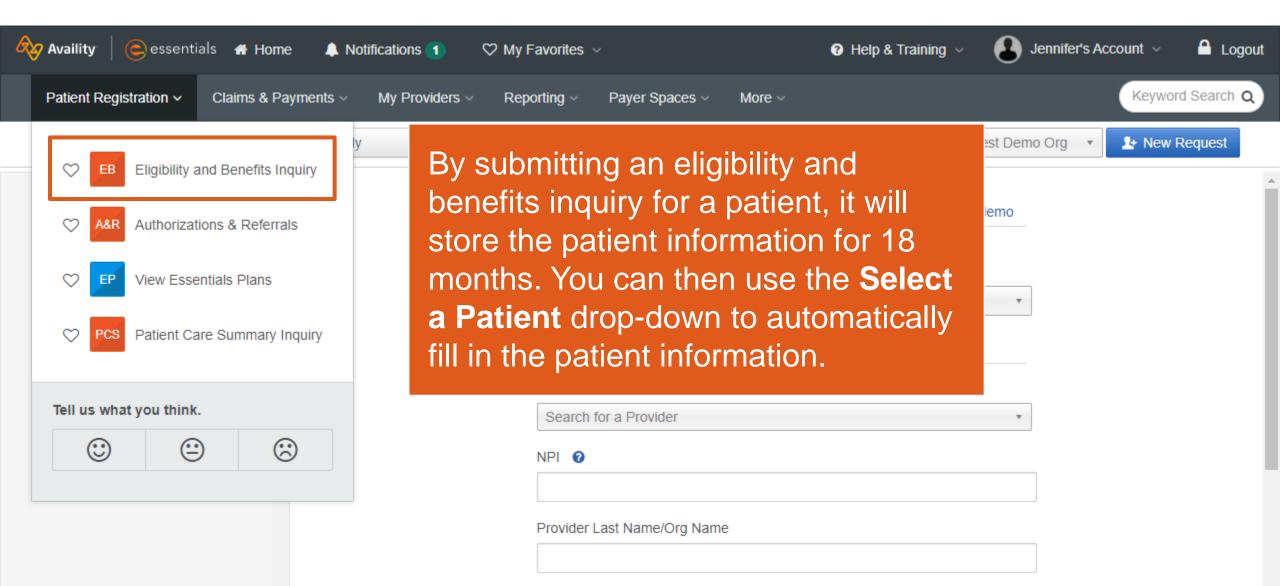
Case Management Jacksonville, Florida 350816262 Providers Add Provider(s' Search for a provider by name, taxonomy code, or address. ABC Clinic Group View/Edit provider Tax ID Copy provider to another organization Remove provider from organization Provider, Atypical Individual Tax ID Primary Taxonomy Kelsey's Account V nage My Organizatio Add Provider LET'S FIND YOUR PROVIDER National Provider ID (NPI) EIN Enter NPI This is an atypical provider and does not provide health care, as defined under HIPAA regulations, (Examples include; taxi services, respite services, Do you need to add many providers to this organization? Upload up to 500 at once via a spreadsheet upload Find Provider **Providers** TEST - Demo Org -Provider

Jennifer's Account

Why is this important?

Your claim may be denied if the billing provider is atypical but has an NPI added within Manage my Organization.

Tip #3 – Run an Eligibility and Benefits Inquiry



Smart Claims

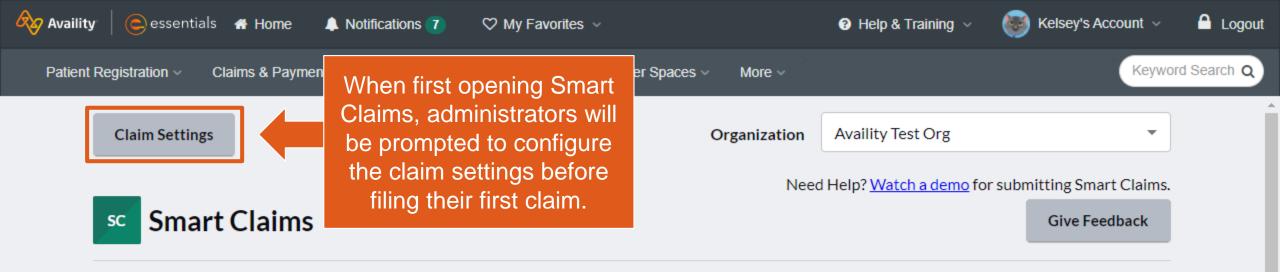
The Smart Claims application dramatically accelerates the claims process for repeatable transactions and includes templates that enable you to reuse information from a submitted claim in subsequent claims.



Use the Smart Claims application when...

- The claim does not have any attachments.
- The patient:
 - has only one insurance provider.
 - has agreed to allow the payer to pay the provider for services.
 - release of information is on file at the service provider or utilization review organization.
 - signature is on file using the authorization form for CMS-1500 claim form block 12 and 13.



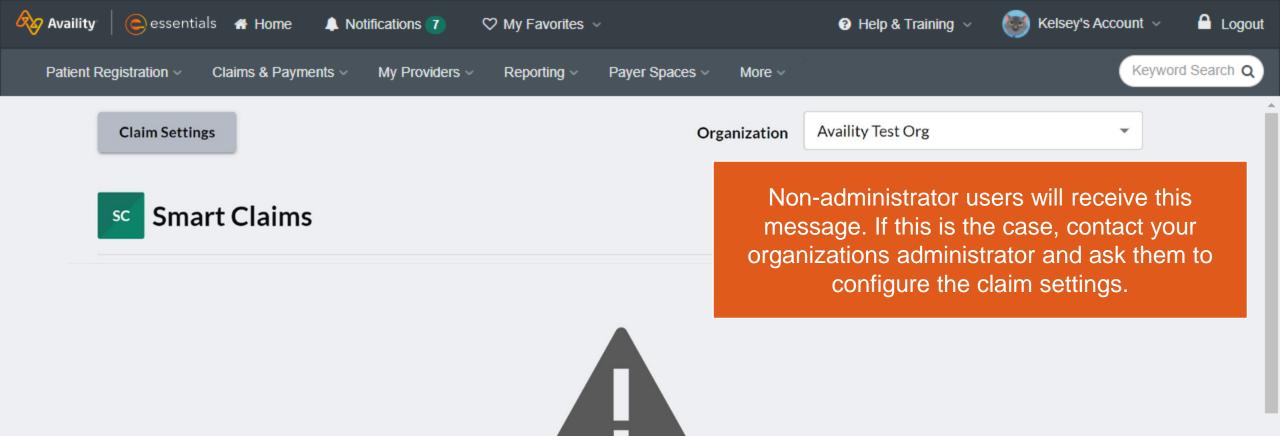




Smart Claim Settings have not been configured. Open Claim Settings now to continue.

Open Claim Settings





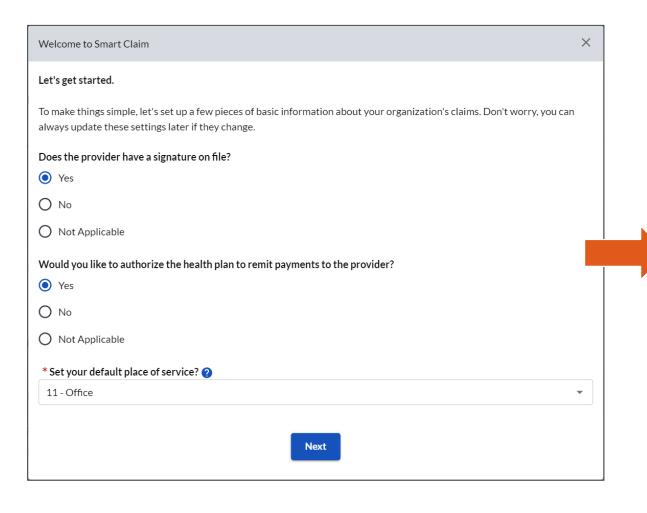
Smart Claims requires and organization administrator to perform configuration. Please contact your organization administrator.

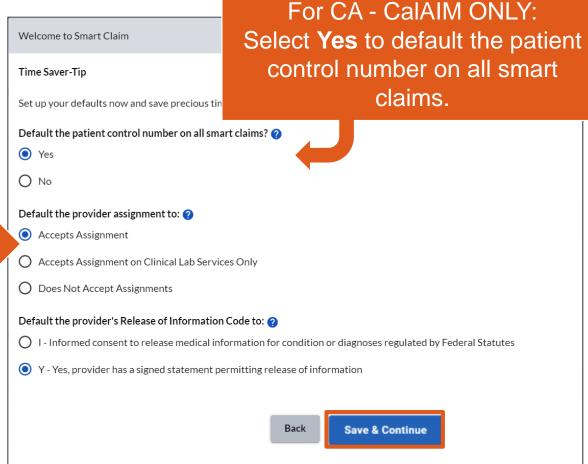
Open Claim Settings



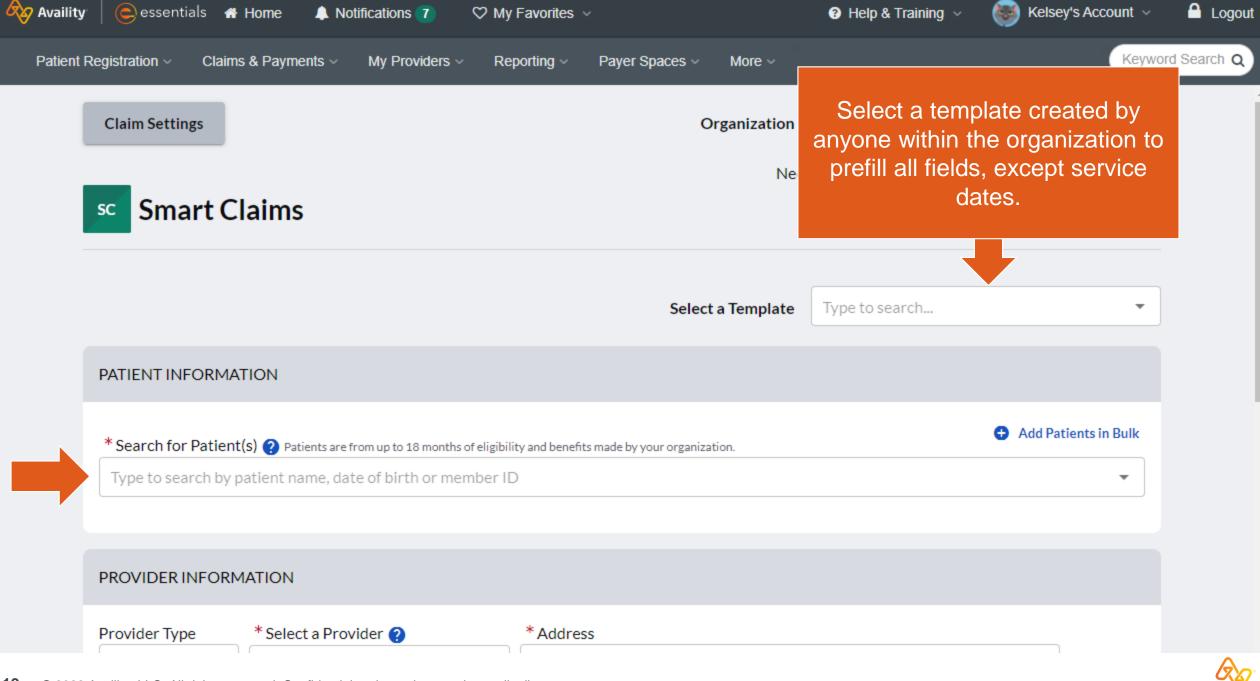
Claim Settings for Smart Claims

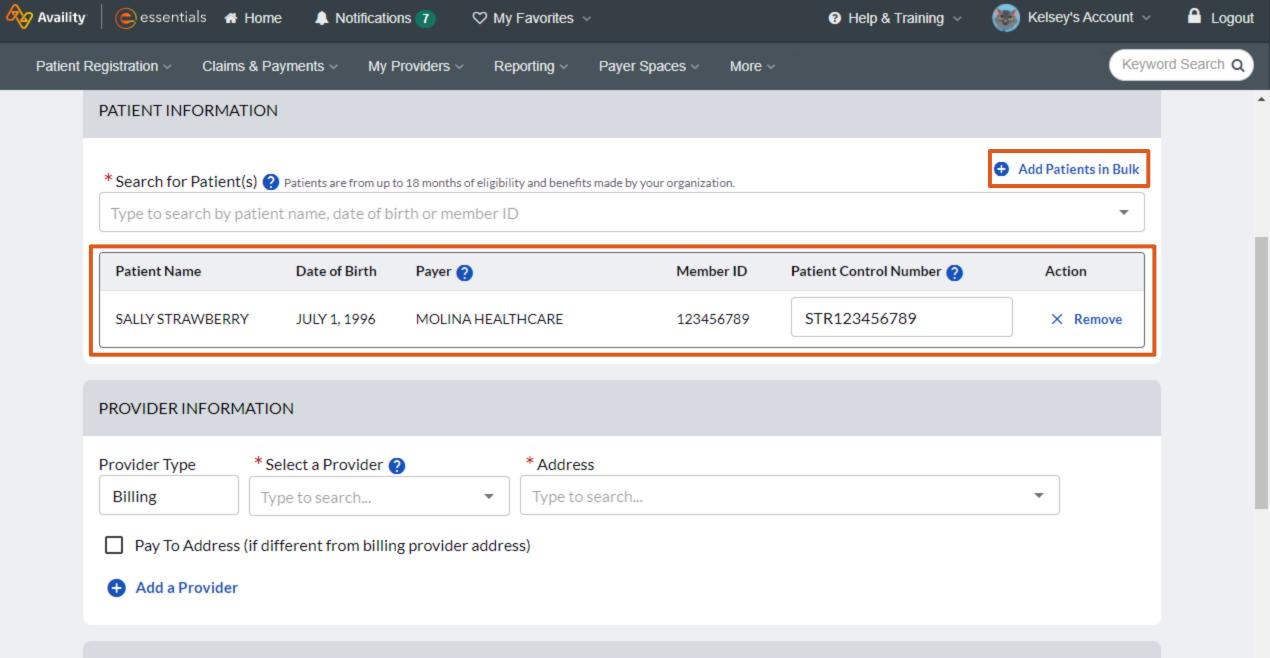
Note: Smart Claims settings can only be updated by an organization administrator.



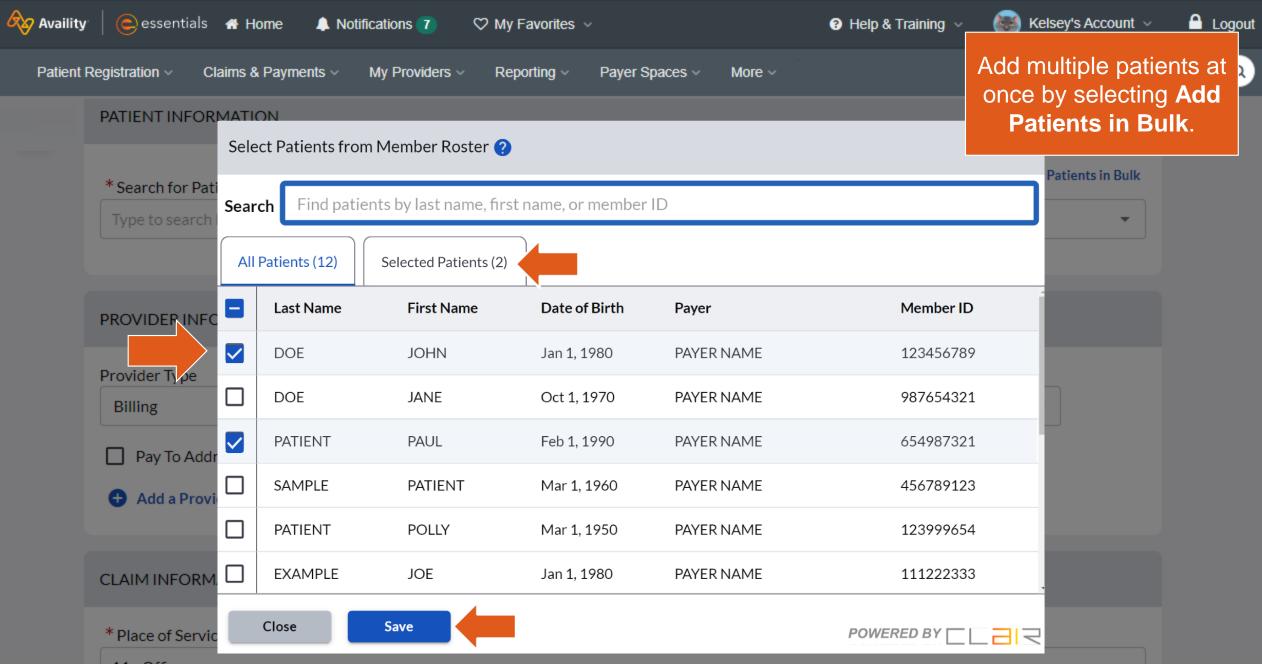




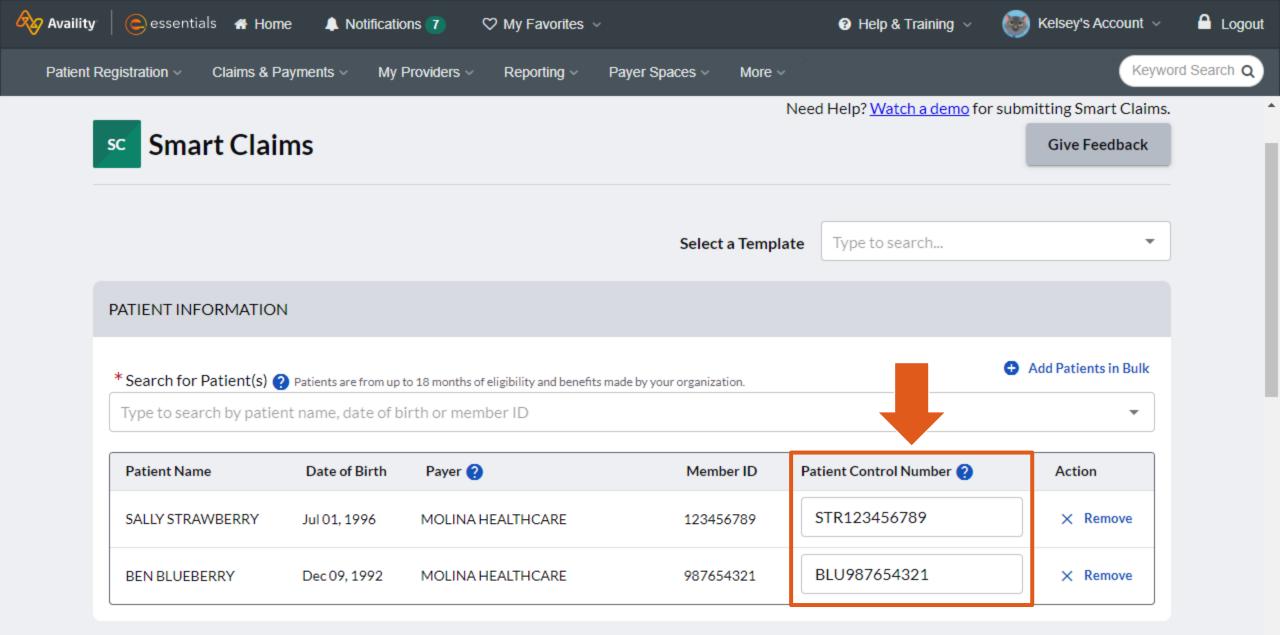






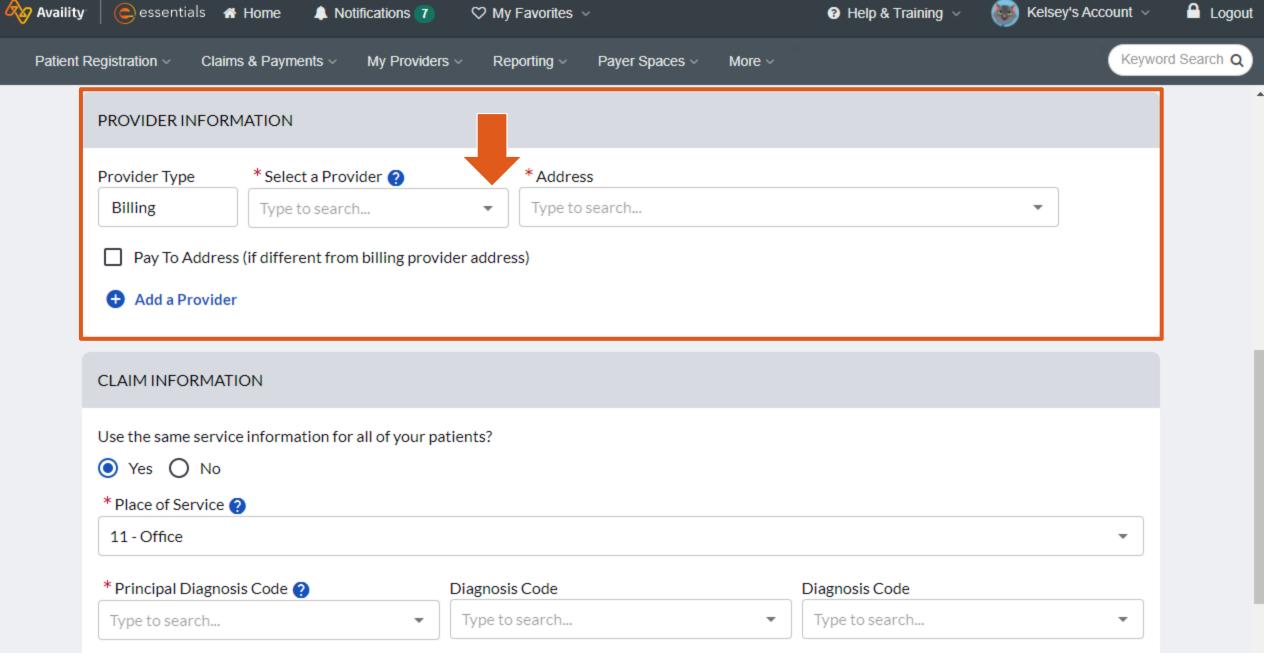


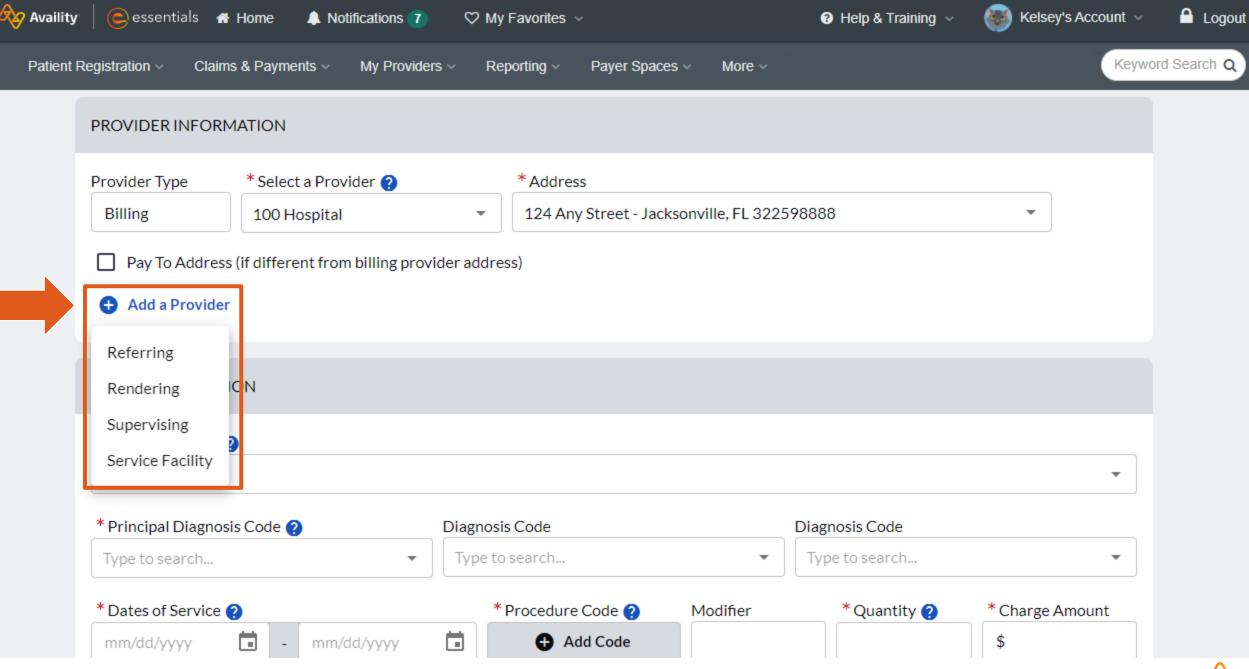




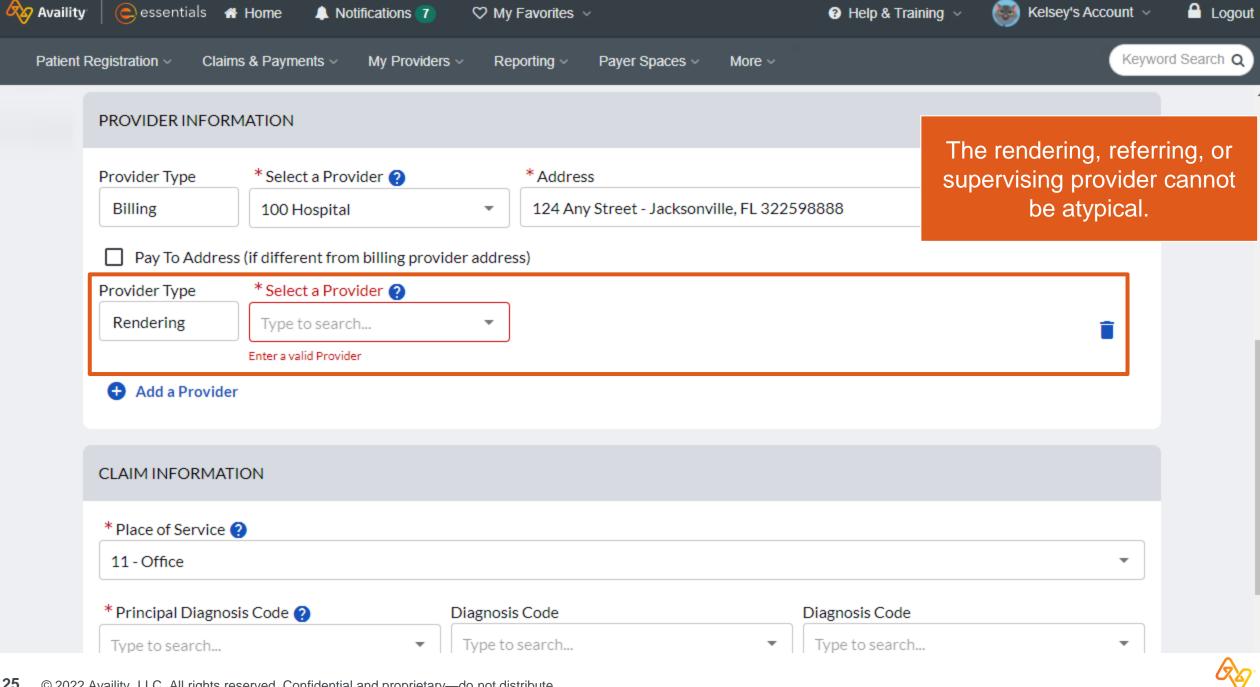


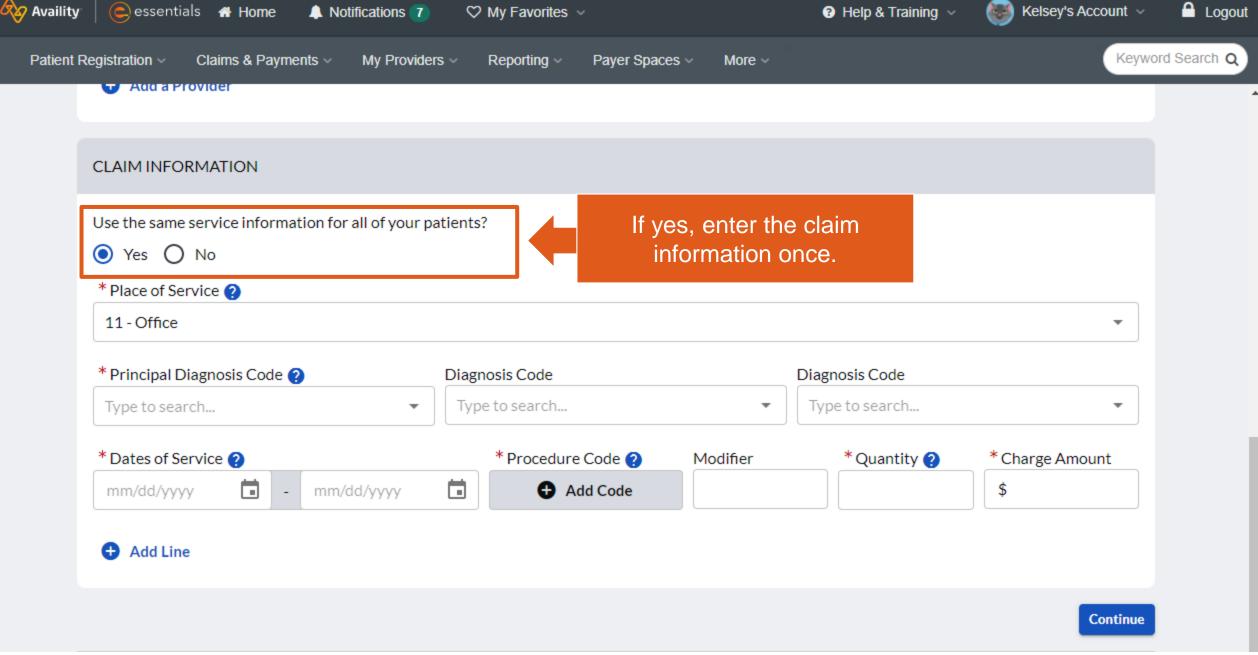
DDOM/IDED INTODMATION



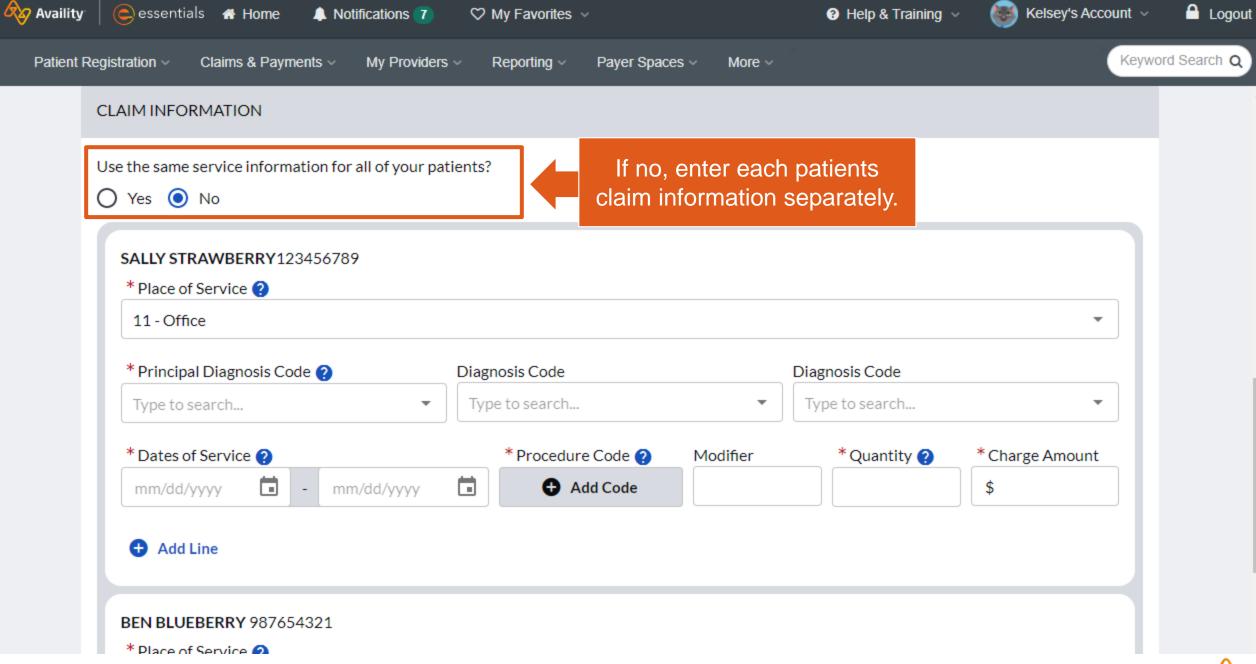




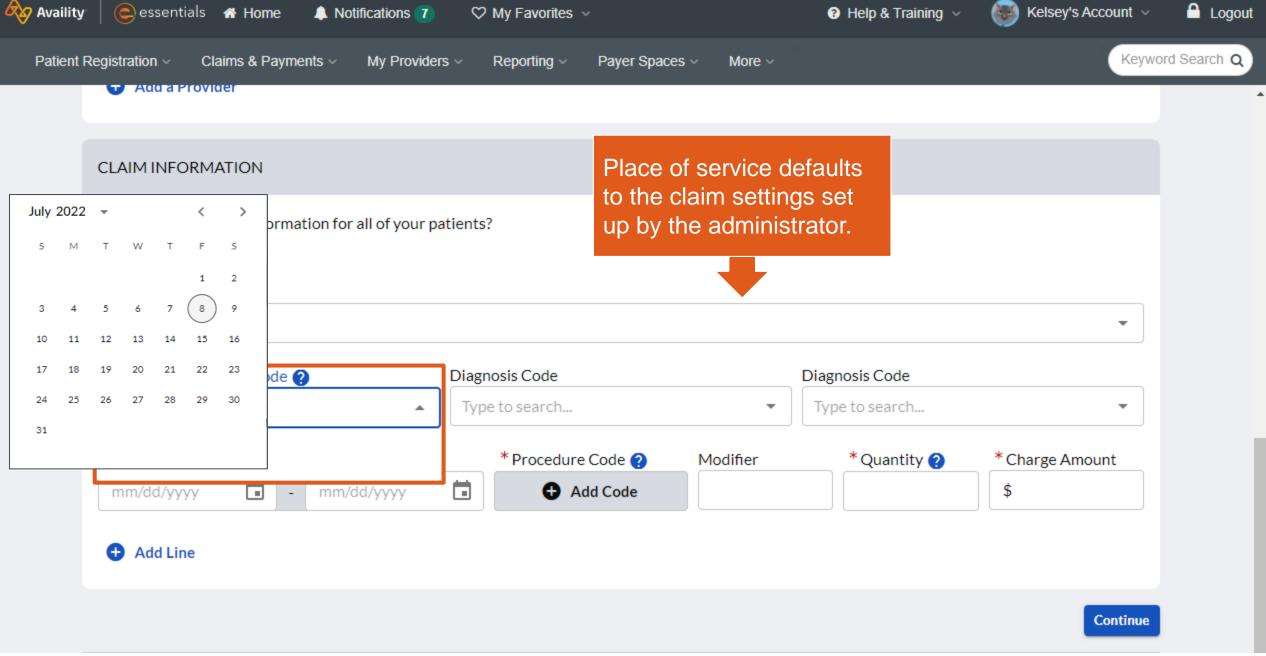




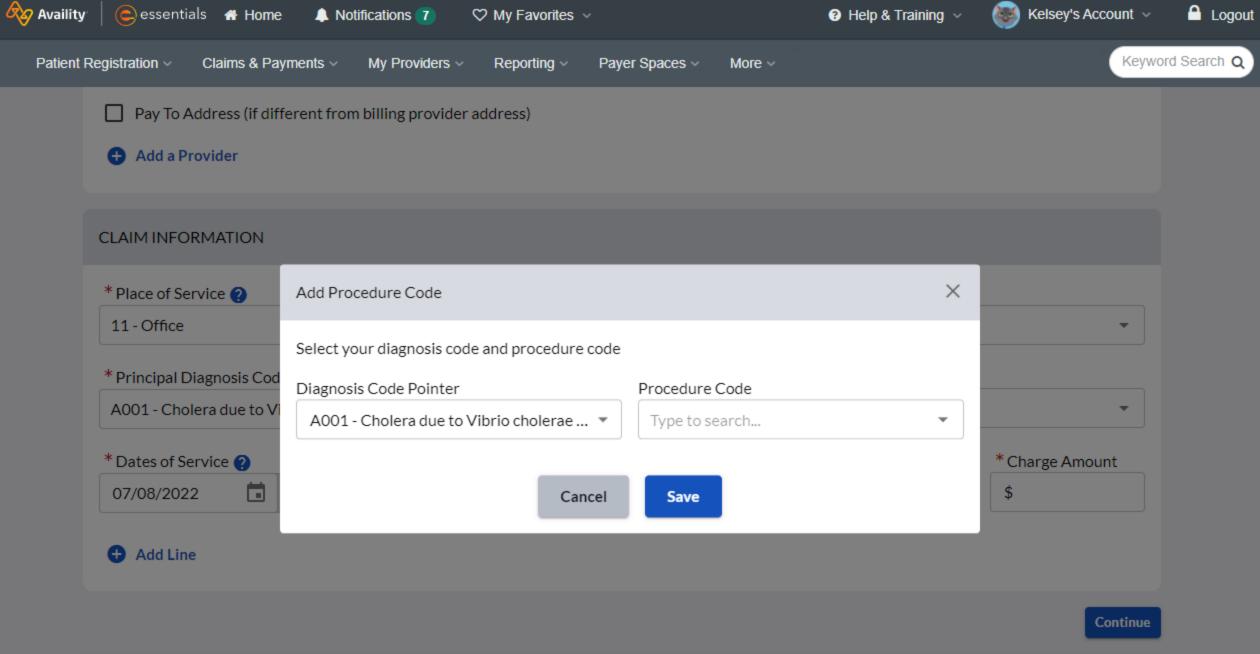




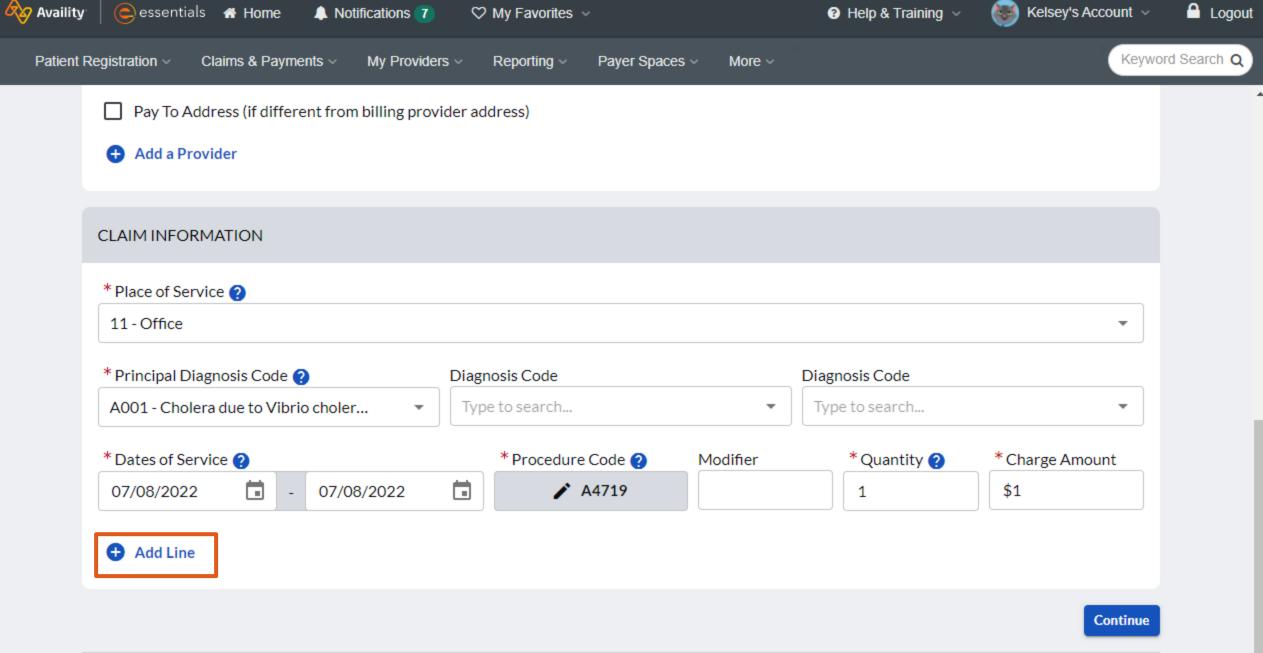




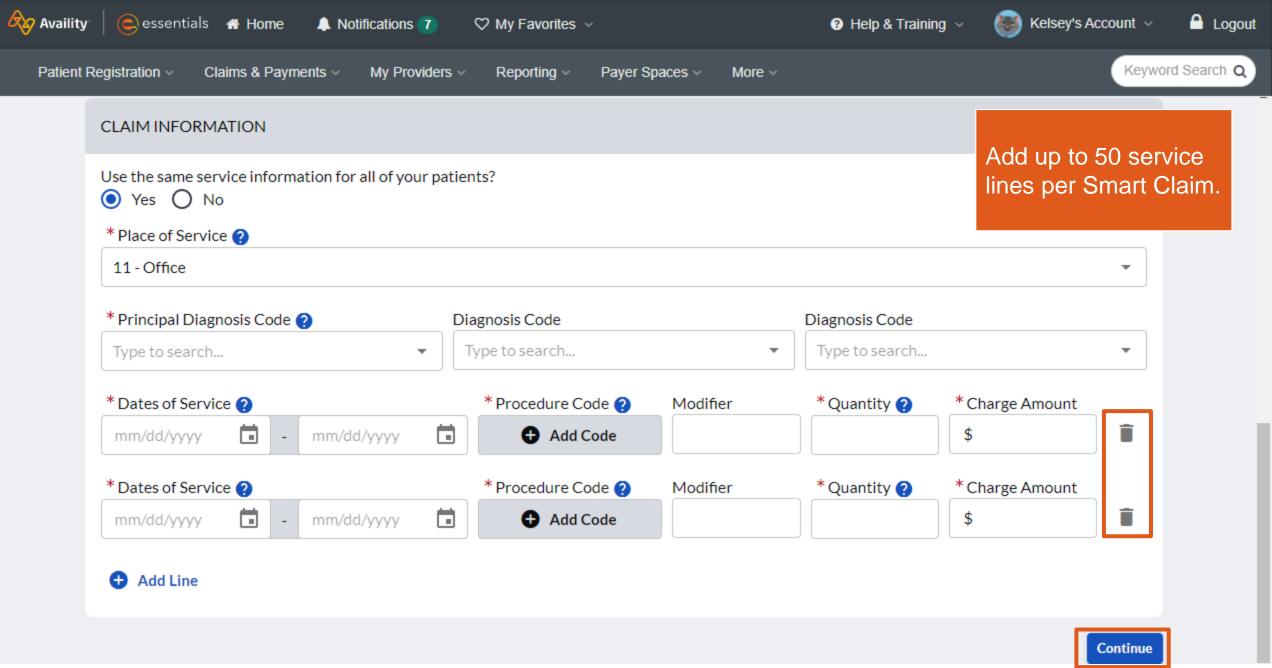








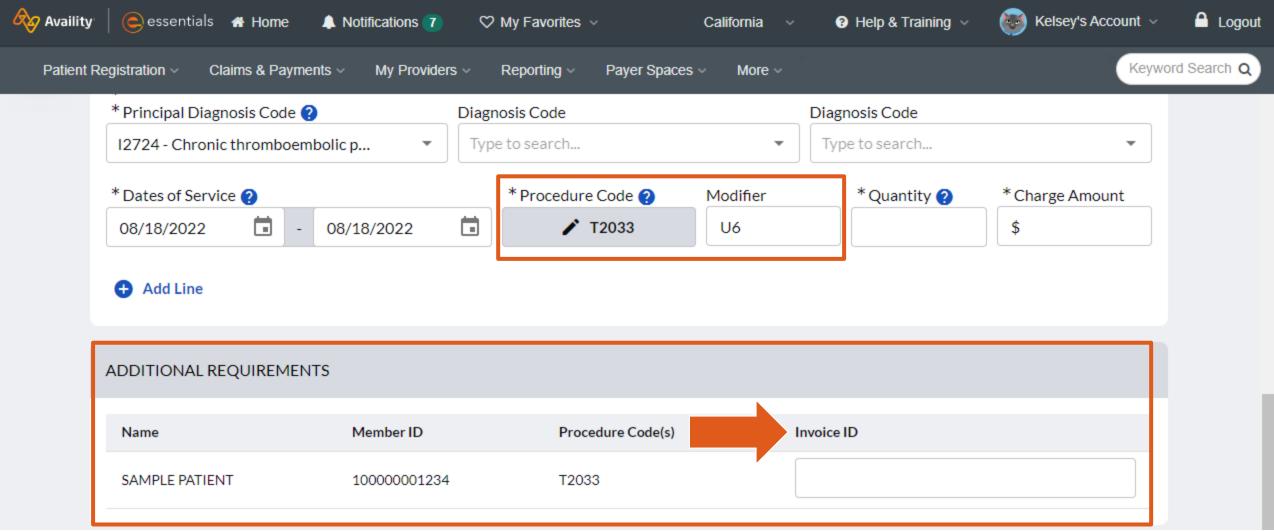






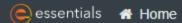
Additional Requirements for California

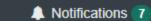
Some Procedure Code and Modifier combinations will require an Invoice ID

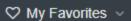


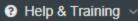


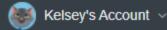














Patient Registration ~

Claims & Payments ~

My Providers ~

Reporting ~

Payer Spaces ~

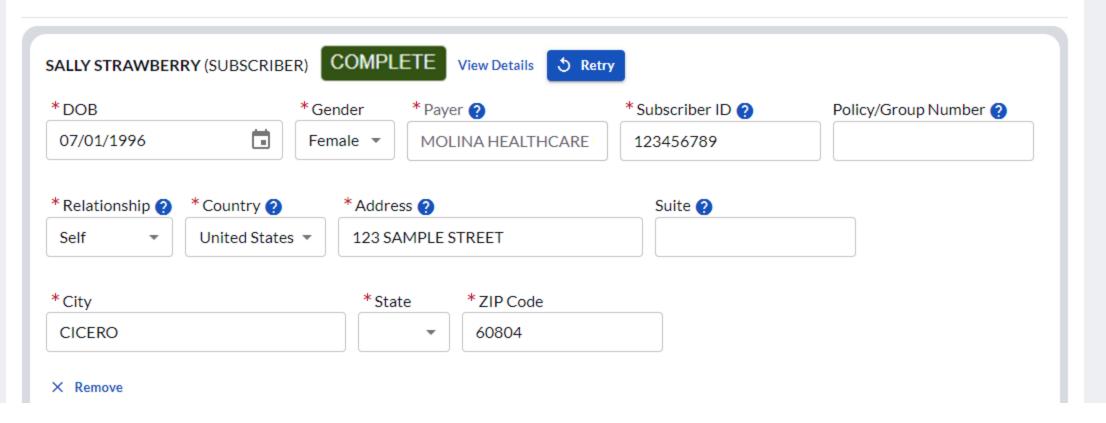
More ~

Keyword Search Q

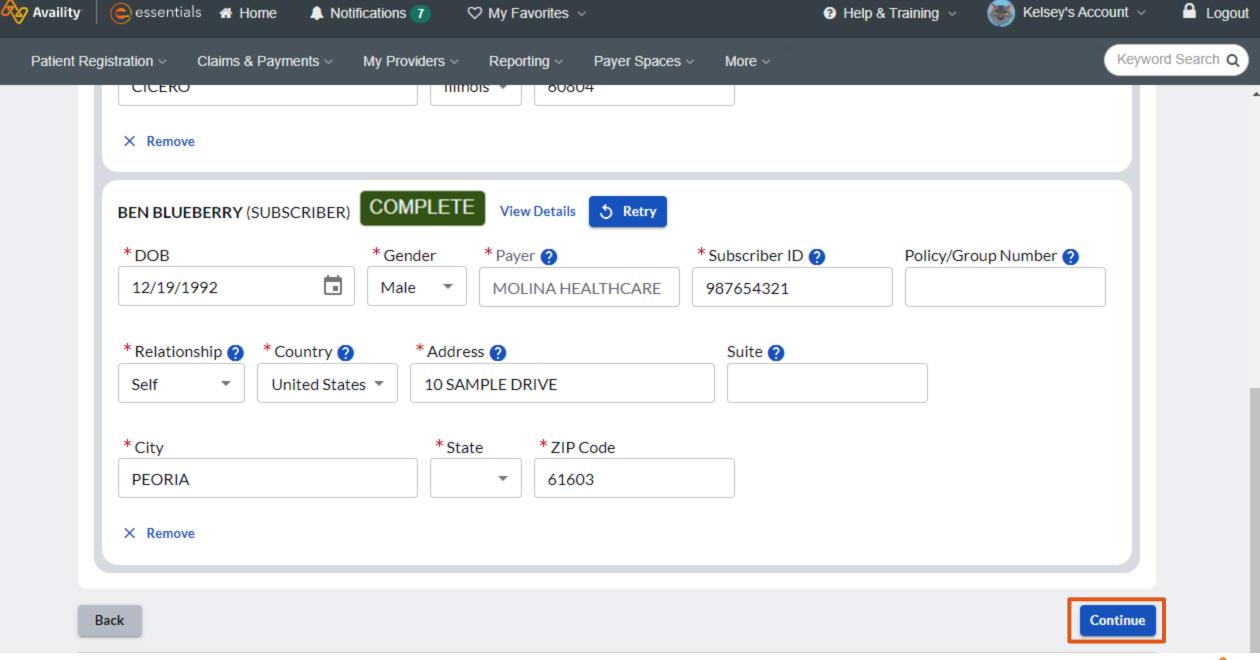
sc Smart Claims

Give Feedback

Please review the information we received while checking the patient's benefits. Fill in any missing information.









Example of one claim being rejected and another claim being accepted

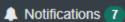
There was an error submitting one or more claims. Please use Professional Claims to resubmit. Please view summary below for details. For successful submissions you will see updates in your ReceivedFiles (?) mailbox Transaction Date: 07/06/2022 Customer ID: 1194 **CLAIM SUMMARY** Billing Provider EXAMPLE PROVIDER - 1234567893 456 MAIN ST, SOMEWHERE, IL 99999 Principal Procedure Charge Modifier Patient Payer Date(s) of Service Quantity Diagnosis Code Code Amount **PAYER** 06/04/2022 - 06/04/2022 4064F \$100.00 JOHN DOE F411 NAME 07/04/2022 - 07/04/2022 4064F 1 \$100.00 1. 0x3939342: ZIP Code is invalid in Subscriber City, State, ZIP Code. Value of element N403 is incorrect. Expected value is from external code list - ZIP Code (51) when country is US. Segment N4 is defined in the guideline at position 0300\n\nThis error was detected at:\n\tSegment Count: 16\n\tElement Count: 3\n\tCharacter: 678 through 683 PAUL PAYER 06/02/2022 - 06/02/2022 4064F 1 \$100.00 F411 PATIENT NAME 07/02/2022 - 07/02/2022 4064F 1 \$100.00 Transaction ID: 456064413





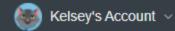












△ Logout

Patient Registration ~

Claims & Payments ~

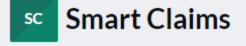
My Providers ~

Reporting ~

Payer Spaces v

More ~

Keyword Search Q



Give Feedback

C	LAI	М	SU	JM	MΑ	۱R۱	1

Billing Provider

Back

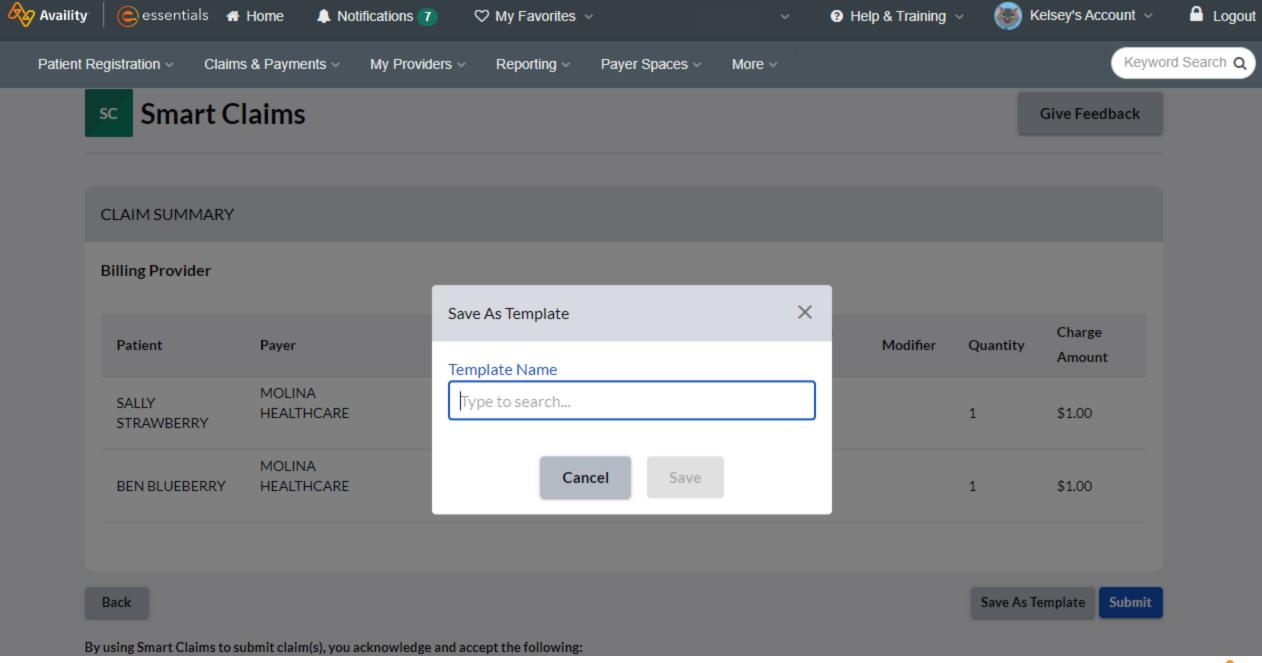
Patient	Payer	Date(s) of Service	Principal Diagnosis Code	Procedure Code	Modifier	Quantity	Charge Amount
SALLY STRAWBERRY	MOLINA HEALTHCARE	07/08/2022 - 07/08/2022	A001	A4719		1	\$1.00
BEN BLUEBERRY	MOLINA HEALTHCARE	07/08/2022 - 07/08/2022	A001	A4719	acce	Save as a template to accelerate future claim submissions	

By using Smart Claims to submit claim(s), you acknowledge and accept the following:



Submit

Save As Template





Patient Registration

Claims & Payments

My Providers

Reporting

Payer Spaces

More





Give Feedback

Save As Template

Submit

CLAIM SUMMARY

Billing Provider

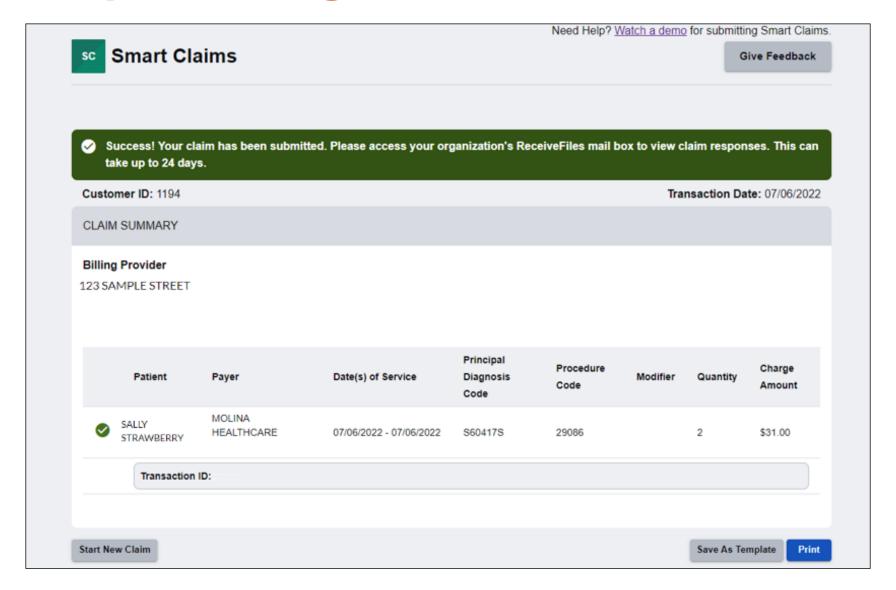
Back

Patient	Payer	Date(s) of Service	Principal Diagnosis Code	Procedure Code	Modifier	Quantity	Charge Amount
SALLY STRAWBERRY	MOLINA HEALTHCARE	07/08/2022 - 07/08/2022	A001	A4719		1	\$1.00
BEN BLUEBERRY	MOLINA HEALTHCARE	07/08/2022 - 07/08/2022	A001	A4719		1	\$1.00

By using Smart Claims to submit claim(s), you acknowledge and accept the following:

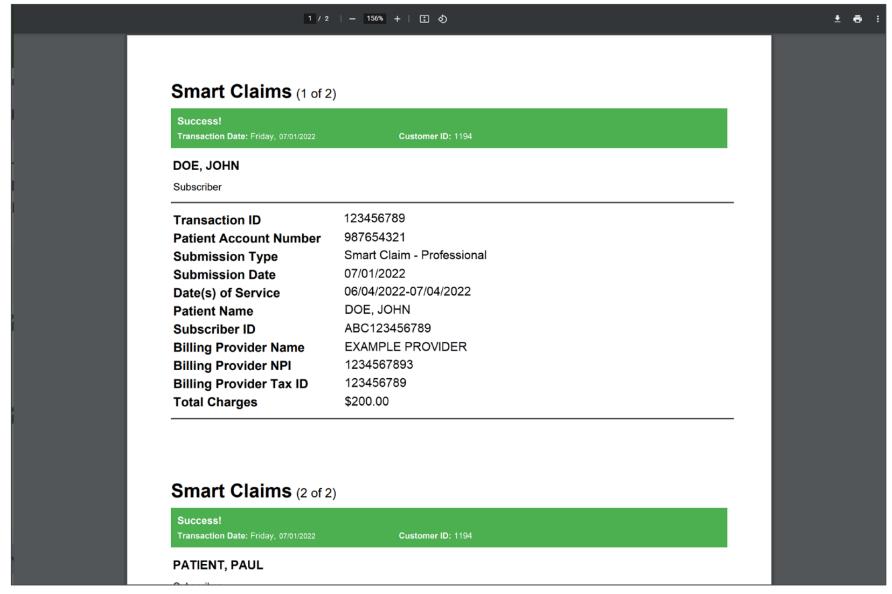


Claim Response Page



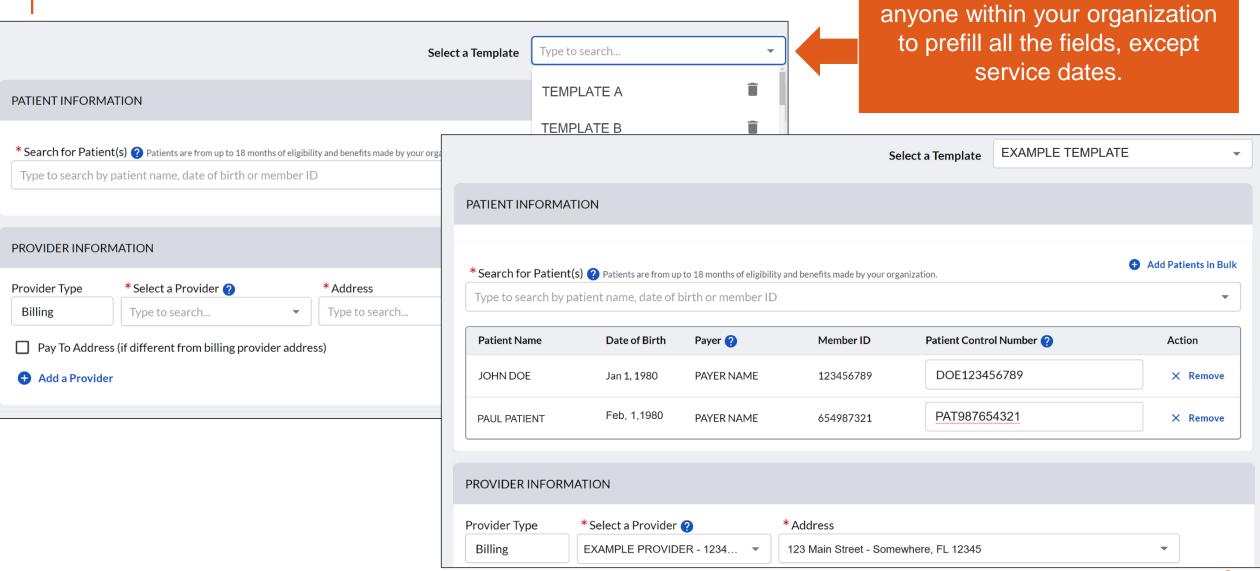


Example – Print





Example – Select a Template





Select a template created by

Training Resources





Help & Training ~

Find Help
Get Trained
Availity Support
View Network Outages

- Use Find Help to launch the Provider Help Center and access training documentation plus payer-specifics.
- Use Get Trained to launch Availity Learning Center (ALC) to enroll in on-demand and live training options.
- Use Availity Support to submit a support ticket online to Availity Client Services (ACS).
- Use View Network Outages to review current outages and scheduled maintenance.

Thank you for attending!

For Availity customer support, contact 1.800.282.4548, or select Help & Training I Availity Support.

