

Getting Connected to Availity is as Easy as 1-2-3 Enrollment Tips to help get you started!

Congratulations! Your Practice Management System has been certified to send HIPAA compliant EDI files to the new Availity® Health Information Network. Enrolling with Availity will allow you to submit health plan transactions **free of charge**. You will be able to submit your transactions quickly and efficiently through a secure connection to Availity®.

Please take a few moments to register with Availity Health Information Network today and begin enjoying the free transactions available to you. We have outlined some helpful tips below to assist you with the enrollment process.

Tip # 1

To register for Availity, L.L.C., go to www.availity.com and click on “Easy As 1-2-3 Register Now” link.



Before you begin the registration process, have the following information available.

- **Organization Demographics** - Availity requires the organization's name, address, and federal tax ID number.
- **Someone with Legal Authority** - This person has legal authority to sign agreements for your organization and, typically, is an owner or senior partner. Availity calls this person the Primary Controlling Authority (PCA), and Availity will work with this person should any legal or policy questions arise.
- **Someone to Assign and Maintain User Access** - This person is typically an office or department manager or administrator and is appointed by the PCA, although the PCA may take on this role. This person is legally responsible for verifying staff identities and roles, assigning Availity access to staff as appropriate to role, and maintaining user access and information. Availity calls this person the Primary Access Administrator (PAA). More information about the PAA's role, responsibilities, and tasks will be provided when registration is approved.

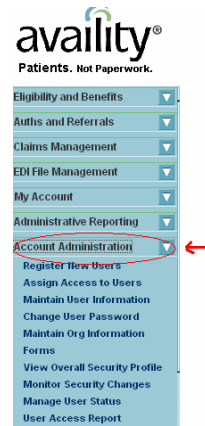
Tip # 2

After completing the online registration forms; please print, sign and fax the application to Availity at 904.470.4770. A temporary password will be provided to the person designated as the PAA- Primary Access Administrator via email.

Please note: Your enrollment is not final until we receive your signed application via fax.

Tip # 3

Once your organization has been given access, the PAA should complete the set up for your practice information and grant access to other users within the organization. The PAA will control all user access for the organization within this feature.



Tip # 4

EDI reporting preferences are completely customizable within the Availity portal. To ensure your response report processing is established correctly, contact your PMS vendor for any specific requirements. A specific reporting option may be needed to support your practice management system's report processing.

Tip # 5

Enrollment information on Electronic Remittance Advices (ERAs) can be found on the Availity portal. Log on to Availity, under Availity Services section click 'Electronic Remittance Advice Delivery' and select the appropriate form for the payers you are requesting.

We invite you to experience the Availity Health Information Network and register today. For questions or to obtain additional information, please visit our website at www.availity.com. You can also call your Availity Market Development Representative or Availity Client Services at 1.800.282.4548.