

Commercial Electronic Professional Claims Submitting Claims Through Availity Essentials Clearinghouse

Availity Essentials Claims Submission Transition

Use the following steps to access the Availity payer listing, create an Availity Essentials Portal account, and register for an EDI plan.

1. Access the [Availity Essentials Payer List](#), to see if your payer(s) is listed.
2. Once the Payer List is accessed, in the **Filter** section for Submission Type select **Batch (SFTP)**, and for Transaction Type select **Professional Claims (837P)**.

It is recommended that you select payers that allow claims to be transmitted without enrollments and with no Availity fee. Do note, that some payers do not require enrollment BUT there is a fee attached for the transmission. Your office will have to select the EDI Plan that meets your needs. We do not recommend completing enrollments.

If you choose to enroll with an EDI Plan, there is a month-to-month agreement and a fee based on transaction volume. Once you are in your Availity Essentials account, to sign up for your EDI Plan, select Claims & Payments at the top of the screen > EDI Clearinghouse and vie EDI plans to choose what works best for your office.

3. Create an Availity Essentials Portal Account at: [Availity Essentials Portal Registration](#).
4. Register with an EDI Plan for Professional Claims (837) for payers that your office currently bills for. Be sure to only enroll with payers that do NOT require additional enrollments.

If you have any questions at any step during your account setup, please contact Availity directly at **800-282-4548**.

Once an Availity Essentials account is created and you are registered for an EDI plan, continue with the instructions below.

Practice Manager Configuration

Configure the Billing Component Manager

Use the following steps to configure the Billing Component Manager for the Availity clearinghouse.

1. Click **Add-Ins > Insurance Billing > Billing Component Manager**.
2. In the Billing Component Manager screen, check the **ILBS_P5 IL Blue Shield (ANSI 5010 A1)** billing form. This billing program will work with **professional** commercial, and BCBS claims for any state, however, do note that BCBS claims may have an additional fee.

NOTE

If you do not see **the ILBS_P5** as an available option, click the **Also Show Unused Components** button to display all available Billing Forms in the system, and then check the ILBS_P5 billing form.

3. Click the **OK** button.

Configure Electronic Submitter Information

Use the following steps to configure the Electronic Submitter Information for Availity claim submission.

1. Click **Add-Ins > Insurance Billing > Electronic Submitter**.
2. Click the **New** button.
3. In the Billing Form field, select **ILBS_P5**.
4. In the Practice field, select the **Practice** to which this submitter information applies.
5. In the Submitter ID field, enter your **Customer ID (assigned by Availity)**.
6. Enter your office information in the **Name, Address, Contact,** and **Phone** fields.
7. In the Receiver ID field, enter **030240928**.
8. In the Receiver Name field, enter **AVAILITY**.
9. In the ANSI GS02 Application Sender's Code field, enter **VI0026**.
10. In the ANSI GS03 Application Receiver's Code field, enter **030240928**.
11. Check the **Acknowledgement Request** box.
12. Click the **Add to List** button.
13. Click the **Save All** button.

Update Payer ID Information for Availity

Refer to the [Availity Essentials Payer List](#) (filtering on a Submission Type of **Batch (SFTP)** and for Transaction Type of **Professional Claims (837P)**) to verify the Payer IDs are the same as they were with Change Healthcare. Do note, that some payers may need enrollment and cannot be submitted at this time; skip sending those payers. Use the following steps to update a Payer ID for an insurance, as needed.

1. Click **Administration > Transaction Tables > Insurance**.
2. In the **IH Code** field, enter the code for the insurance company you wish to configure for Availity Commercial claims billing, or search for it by clicking the Lookup button, or pressing F3.
3. In the Payor ID # field, enter **the appropriate payer id from the Availity list**.
4. Configure any other **Insurance Information** as needed.
5. Click the **Save** button.
6. Repeat steps 2 - 7 for any other insurance companies that will be used when sending through Availity Essentials.

Update the Existing Billing Types for Availity Claims

The Billing Type tells the system how to format the claim and where to send or print it. Use the following steps to set the NEIC billing type for sending Availity claims.

1. Click **Administration > Transaction Tables > Billing Type**.
2. In the IH Code field, enter or search for and select the **NEIC**, **BCBS**, if you are submitting BCBS claims, and/or any applicable **Commercial Insurance** billing types, one at time.
3. For each of the selected billing types, in the Primary field, replace **NEIC_P5** with **ILBS_P5**.
4. In the Secondary field, replace **NEIC_P5** with **ILBS_P5**.
5. In the Default field, select **CMS 1500**.
6. Once the Billing Type information has been entered, click the **Save** button.
7. Repeat steps 3 - 6 for any BCBS and/or Commercial Billing Types

*****NOTE*****

Do NOT change any Medicare or Medicaid billing types.

Configuring Facility Information for Availity Claims (CLIA for Advantage Plans)

Use the following steps to configure Facility for submitting claims to Availity.

1. Click **Administration > Transaction Tables > Facility**.
2. In the IH Code field, enter the code for the Facility you wish to configure, or search for it by clicking the Lookup button, or pressing F3.
3. Enter the **National Provider Identifier (NPI)**, **Name**, **Address**, **City**, **State**, and **Zip Code** for the facility as needed.

4. Click the **Billing IDs** button.
5. In the Facility Billing ID Overrides screen, click the **New** button.
6. In the Billing Form field, select the **ILBS_P5** billing form.
7. In the CLIA# field, enter the **10-digit CLIA Number** if the facility has unique CLIA number.
8. Click the **Add to List** button.
9. Click the **Close** button.
10. In the Facility screen, click the **Save** button.
11. Repeat steps 2 - 10 for each facility that will be used when billing commercial and BCBS claims.

Configure the Communication Setup

Use the following steps to configure the Communication Setup for Availity billing.

1. Click **Add-Ins > Insurance Billing > Communication Setup**.
2. IN the Billing Form Communication dialog, click the **New** button.
3. In the Billing Form field, select **ILBS_P5**.
4. In the Target Folder field, enter or browse to the path to the folder containing your preferred browser application (Edge, Chrome, Firefox, etc). For Edge it is: **C:\Program Files (x86)\Microsoft\Edge\Application**.
5. In the Application Folder field, enter or browse to the path to your preferred browser application file. For Edge it is: **C:\Program Files (x86)\Microsoft\Edge\Application\msedge.exe**.
6. In the Extra Command Parameters field, enter **http://www.availity.com**.
7. When finished, click the **Add To List** button, and then click the **Save All** button.

Billing Form	Target Path	Application
NFWC_P5	C:\STISuite\PracticeManager\Communications	C:\STISuite\PracticeManager\Communications
NFWC_P5	C:\STISuite\PracticeManager\Communications	C:\STISuite\PracticeManager\Communications
NIMCR_P5	C:\STISuite\PracticeManager\Communications	C:\STISuite\LatestCMMSPM\Communications
ILBS_P5	C:\Program Files (x86)\Microsoft\Edge\Application	C:\Program Files (x86)\Microsoft\Edge\Application\msedge.exe

Billing Form: **ILBS_P5** ILBS_P5 Electronic IL Blue Shield Prof.837 (ANSI 5010 A1)

Target Folder (change to this folder before executing the application)

Application Folder and Program:

Extra Command Parameters: (Tip: put quotes around parameters that have folders with spaces in them)

Download Folder (where files being received are put) Blank = Use the default Folder

Upload Folder (where files being sent are found) Blank = Use the default Folder

Availity Submissions Instructions

Create the Billing File

Use the following steps to create and send a Availity professional electronic claim file.

1. Click the **Insurance Billing** tab and select Manual Billing tab.
2. Select the **ILBS_P5** billing form.
3. Select the **Practice(s)** and **Provider(s)** that you would like to collect claims for.
4. Check the **Print Forms and Reports after gathering claims** option, and configure any other **Batch Run Options** as needed.
5. Configure the **Advanced Selections** to **include only those payers you have selected to send through Availity.**
6. Click the **Start Now** button.
7. Print the Bad Claims Report, if applicable. Put aside for now to be corrected after this transmission is completed.
8. Click the **Print/Send Batch** button.
9. Highlight the billing batch you wish to send, and then click the **Send** button.
10. Click the **Make a file** button. (Do Not select Zip the File.)
11. Enter **Availity.dat** in the File Name field.

*****NOTE*****

If you are sending files for multiple practices, you should name the file accordingly. For example, **Availity1.dat** for Practice 1, and **Availity2.dat** for Practice 2. You can use your practice IH Code.

12. Click the **Save** button after the file name has been entered. If you are asked to overwrite the existing file, click the **Yes** button. A message will then appear on your screen to indicate that your file has been saved successfully.
13. Click the **OK** button.
14. Click the **Launch** button. The program will open to the Availity portal.

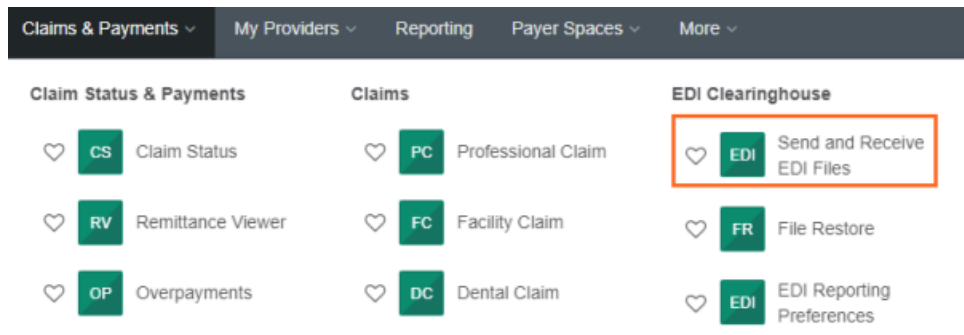
Submitting the File and Retrieving Reports through Availity Essentials

Follow Availity's [Batch Electronic Data Interchange \(EDI\) Standard Companion Guide \(availity.com\)](#), pages 27 – 31 for upload and download instructions. Availity Support can be reached at **1-800-282-4548** if you have any issues.

Upload Transaction Files through Availity Essentials

Do note, that to send and receive files through Availity Essentials you'll need to have both cookies and JavaScript enabled in your browser. To upload an EDI batch file of transactions through Availity Essentials, follow these steps:

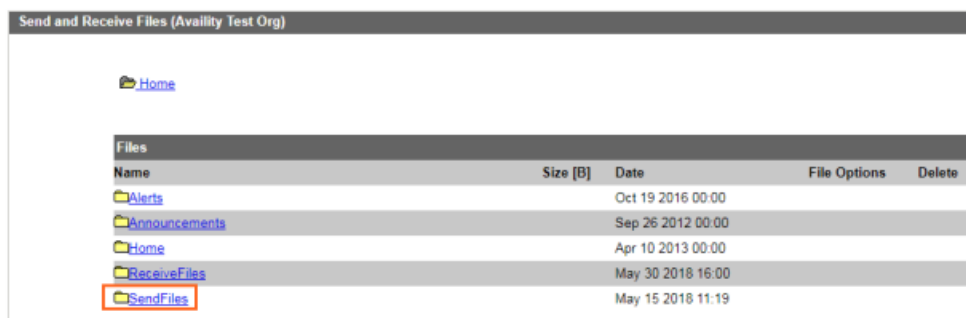
1. In the Availity Essentials menu bar, click **Claims & Payments** and then **Send and Receive EDI Files**.



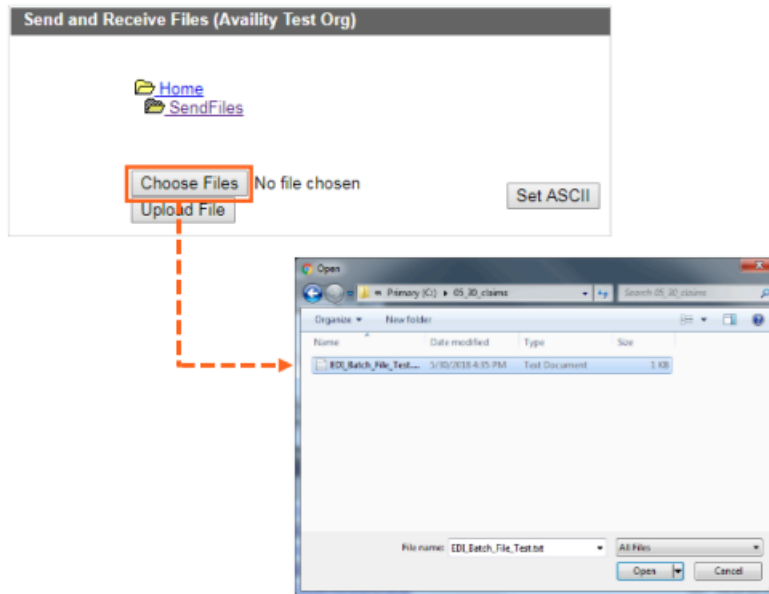
2. In the Organization field, on the Send and Receive EDI Files page, select the appropriate organization, and then click **Submit**.

The screenshot shows the 'Send And Receive EDI Files' page. The title 'Send And Receive EDI Files' is at the top, with a 'Learn More >>' link. Below the title, there is a instruction: 'Select the Organization for the files to be uploaded and then submit.' The 'Organization' dropdown menu is set to 'Availity Test Org'. A 'Submit' button is located at the bottom of the form.

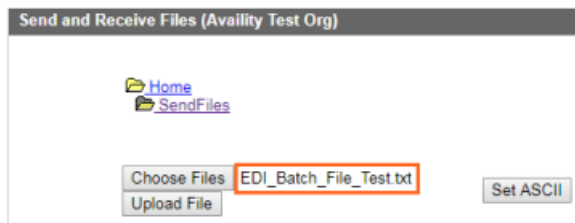
3. On the Send and Receive Files page, click **SendFiles** to upload files to Availity that are in the **<Upload>** folder.



4. Click **Choose Files**, select the file that you want to upload, and then click **Open**.



5. Verify that the file displayed to the right of the Choose Files button is the file you want, and then click **Upload File**. Availity will then process the file that you uploaded.



6. Availity returns a notification file to your SendFiles folder indicating whether a batch file was accepted for processing. For details, see the topic on the Notification file on page 76 of their [Batch Electronic Data Interchange \(EDI\) Standard Companion Guide \(availity.com\)](#). **Important:** Availity removes and archives the notification files from the SendFiles folder each night, whether they've been downloaded or not.

Download EDI response files from Availity Essentials

Availity's batch EDI processing generates response files for each batch file that you submit. When you're manually uploading batch files through Availity Essentials, you'll want to retrieve all response files on a regular basis to track the transactions that you submitted. Your administrator can specify which responses you receive.

NOTE: You'll also want to retrieve response files if you're submitting claims from Availity online claim forms, and the claim response page indicates that the health plan processes claims in batches.

Response files include Acknowledgements, Immediate Batch Reports, Immediate Batch Reports Plus, Electronic Batch Reports, and Delayed Payer Reports.

- Acknowledgements identify file-level issues.
- Immediate Batch Reports, Immediate Batch Reports Plus, Electronic Batch Reports, and Delayed Payer

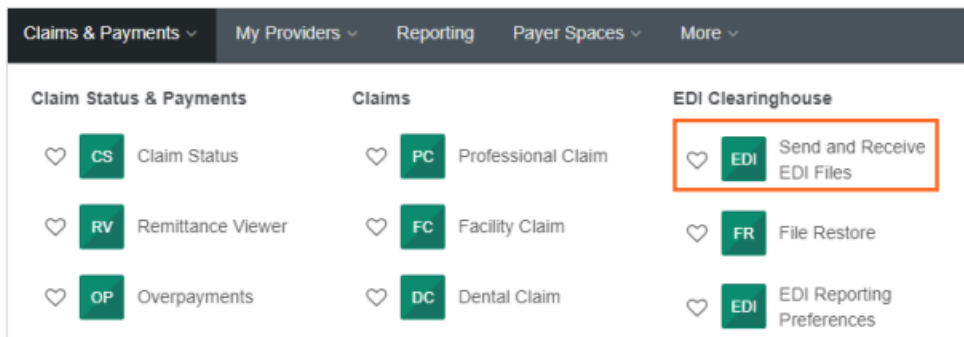
Reports identify claim-level issues. They contain the information needed to correct and resubmit transactions.

NOTE: To send and receive files through Availity Essentials you'll need to have both cookies and JavaScript enabled in your browser.

Download transaction files through Availity Essentials

Use the following steps to download response files from Availity Essentials.

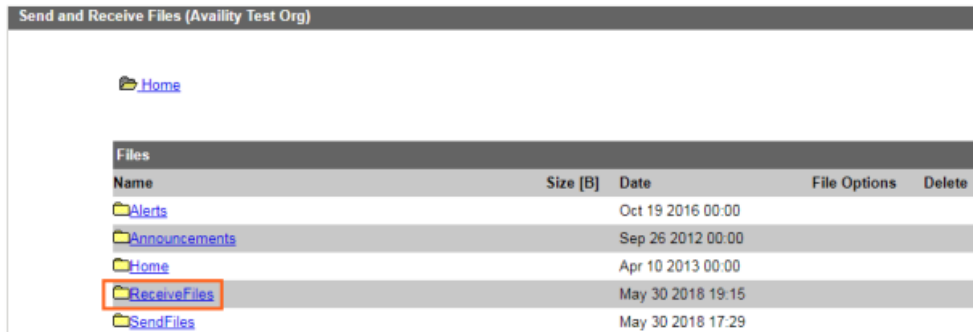
1. In the Availity Essentials menu bar, click **Claims & Payments** and then **Send and Receive EDI Files**.



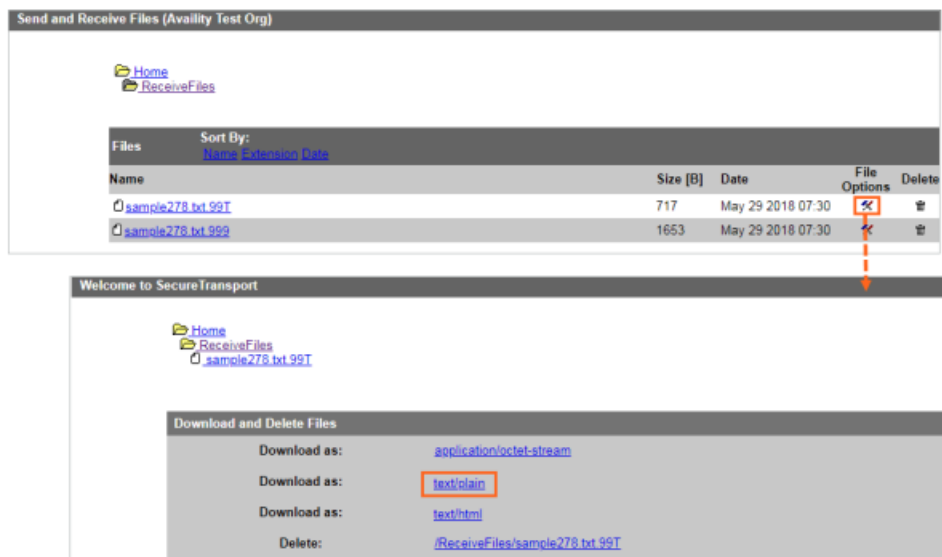
2. In the Organization field, on the Send and Receive EDI Files page, select the appropriate organization, and then click **Submit**.

The image shows the 'Send And Receive EDI Files' page. At the top, the title 'Send And Receive EDI Files' is displayed in a large font, with a 'Learn More >>' link to its right. Below the title, there is a instruction: 'Select the Organization for the files to be uploaded and then submit.' Underneath this instruction is a label '* Organization:' followed by a dropdown menu that currently shows 'Availity Test Org'. At the bottom of the page, there is a large grey rectangular area containing a 'Submit' button.

3. On the Send and Receive Files page, click ReceiveFiles to retrieve files from Availity. The ReceiveFiles folder includes response files for all EDI batches submitted by your organization.



4. To download a response file, click the tools icon in the File Options column of the file you want, and then click a download option such as text/plain, under Download and Delete Files.

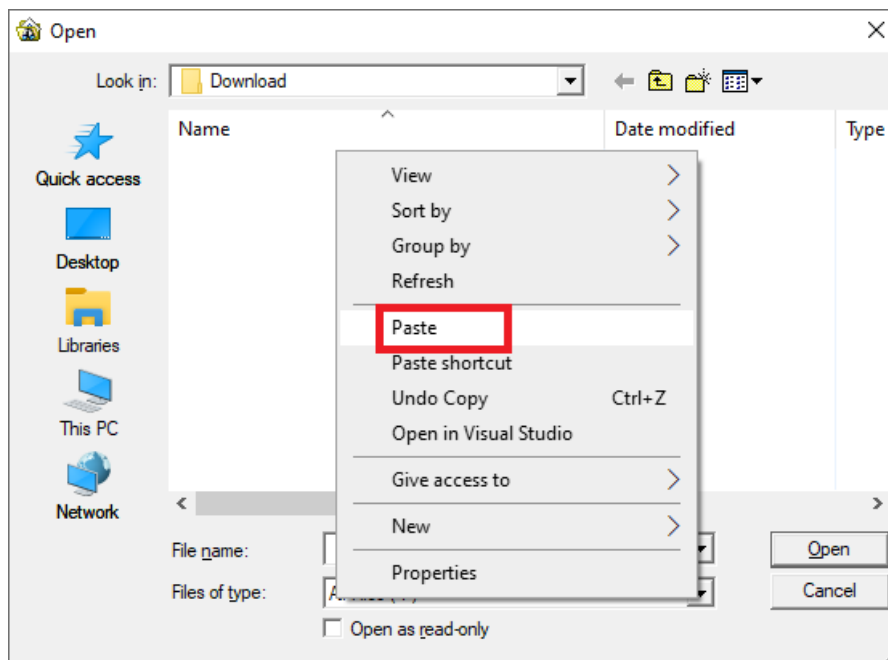


5. The report will be downloaded to your Download folder on your PC. Browse to your Downloads folder, then highlight the report, then right-click the highlighted report, and then click **Copy** to copy the report.

Open your Response Viewer in Practice Manger and Paste the report into your download folder.

Go to the **Insurance Billing > Automatic Billing** tab, then click the **Response Viewer** button. In the Response Viewer, click the **Open** button (the yellow folder), and then in the Open dialog, right-click in the Download folder file list and click **Paste**. Your reports will then be displayed in the Download folder.

You can now open and view the reports.



NOTES:

- Availity removes and archives response files remaining in the ReceiveFiles folder after 30 days, whether they've been downloaded or not. You can self-serve and restore archived response files for up to six months after the creation date. You can also request a copy of any archived response file from Availity Client Services regardless of the creation date.
- Availity removes and archives the notification files from the SendFiles folder each night, whether they've been downloaded or not.
- The ReceiveFiles folder includes response files received for the entire organization. If you send transmission files to a clearinghouse or payer representative other than Availity, the response files are sent to that clearinghouse or payer representative, and you cannot access them. It is their responsibility to notify you of any issues identified in the response files. Contact the clearinghouse or payer representative directly for assistance.
- If an organization submits claims using Availity online claim forms and the payer processes claims in batches, the payer's response also displays in the ReceiveFiles folder in an EBR file. If the EDI reporting preferences are set up to receive EBRs together in a single file, the payer's responses for Web claims are mingled with payer responses for transmission files that were uploaded.

For additional assistance on reports, you must call Availity to make adjustments on your account.
Complete Companion Guide: [Batch Electronic Data Interchange \(EDI\) Standard Companion Guide \(availity.com\)](#)

Availity Support can be reached at 1-800-282-4548.