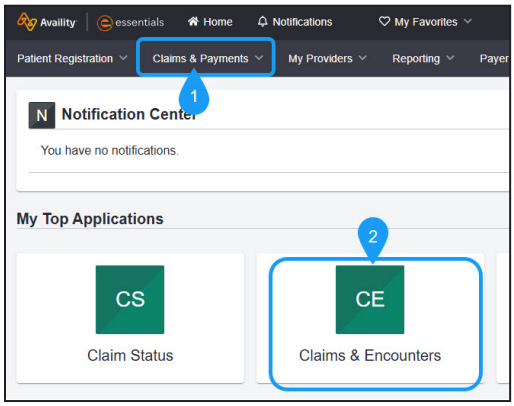
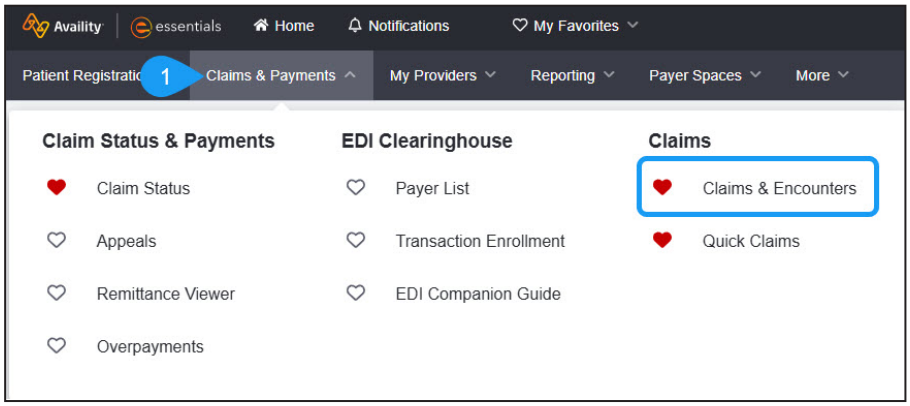
Availity Claims & Encounters Tipsheet
Professional/CMS 1500

Step 1: Log into Availity using your credentials.

Step 2: To submit a claim, utilize the **'Claims & Payments'** drop-down menu or by selecting the **'Claims & Encounters'** Tile. You can also 'favorite' Claims & Encounters in the drop down menu by selecting the heart.





Step 3: The following information is **required** to submit a Professional/CMS 1500 claim

- Insurance Company Benefit Plan Information:
  - Organization
  - Professional Claim
  - Payer
  - Responsibility Sequence

- Patient Information:
  - First & Last Name
  - Date of Birth
  - Gender
  - Relationship
  - Address

- Subscriber:
  - Subscriber/Insured ID
  - Authorized Plan to Remit Payment to Provider

- Billing Provider Information:
  - Organization/Last Name
  - NPI #
  - EIN/Tax ID#
  - Address

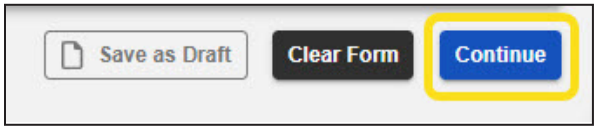
- Additional Provider Information: **(Optional)**
  - Adding Rendering Provider
  - Add Supervising Provider
  - Add Referring Provider
  - Add Service Facility Location Information

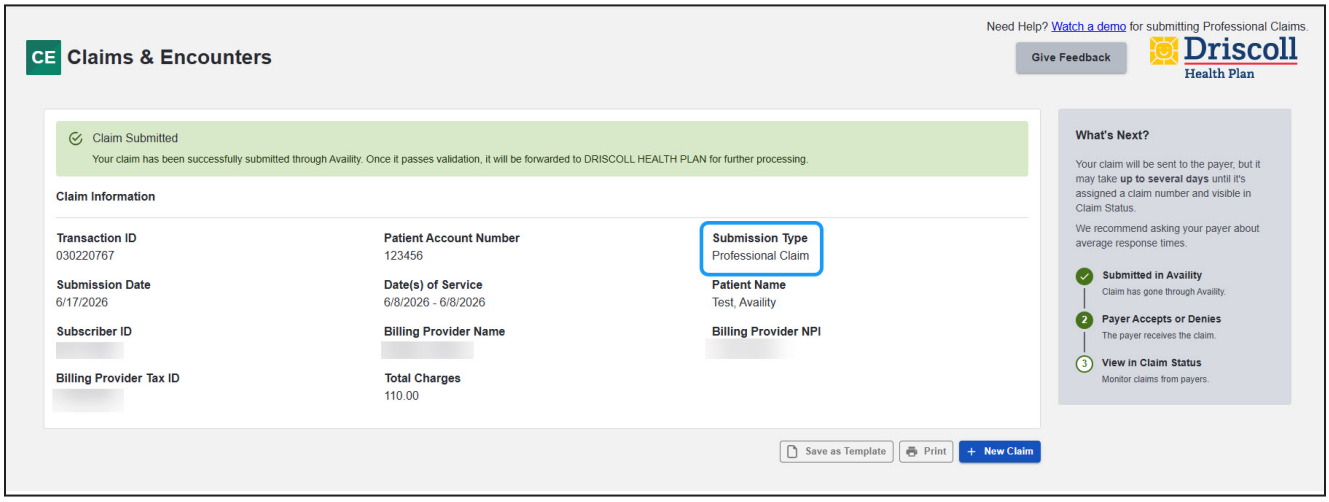
- Claim Information:
  - Patient Control Number/Claim Number
  - Place of Service
  - Frequency Type
    - *Frequency code 7 or 8 utilize Payer Claim Control Number field to input prior claim number*
  - Provider Accepts Assignment
  - Release of Information
  - Provider Signature on File
  - Claim Filing Indicator
  - Prior Authorization Number
  - Claim Note Reference Code

- Diagnosis Codes:
  - Select or type to search
    - Add Diagnosis for additional diagnosis on the claim

- Lines:
  - Service From Date
  - Service To Date
  - Place Of Service
  - Procedure Code
  - Diagnosis Code Pointer
  - Charge Amount
  - Quantity
  - Quantity Type
  - Add a Line
    - Utilize for additional Line entries for the claim

- Submitting the Claim:
  - Select **blue** 'Continue' button – review entry information and select 'Submit'
  - A **green** banner with summarizing information will identify successful submissions





Provider Tip:

- Utilize the blue 'question mark' next to applicable fields for more information.