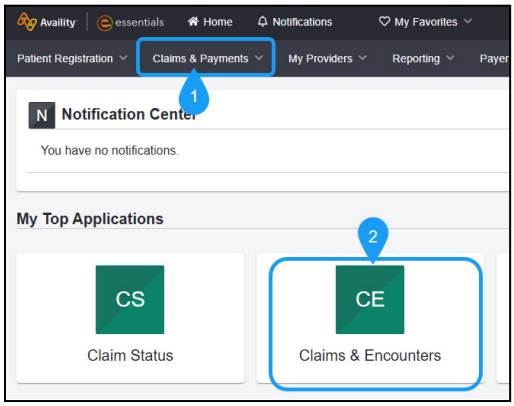
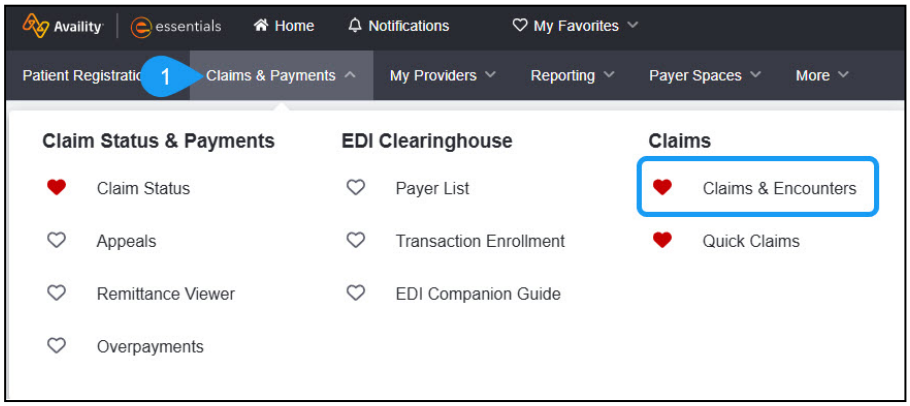
Availity Claims & Encounters Tipsheet
Institutional/Facility/UB 04

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 Institutional/Facility/UB 04 claim

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

- Facility Claim Information:
  - Statement From Date
  - Statement To Date
  - Facility Type

- Billing Provider Information:
  - Subscriber/Insured ID
  - Authorized Plan to Remit Payment to Provider
  - Specialty Code

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

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

- Subscriber Information:
  - Subscriber/Insured ID number
  - Authorized Plan to Remit to Provider

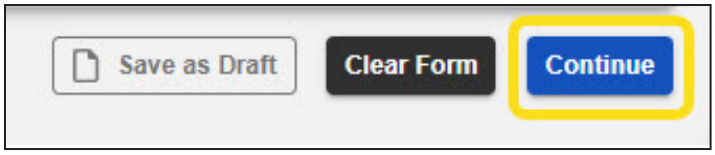
- Attending Provider Information:
  - First & Last Name
  - Specialty Code
  - NPI

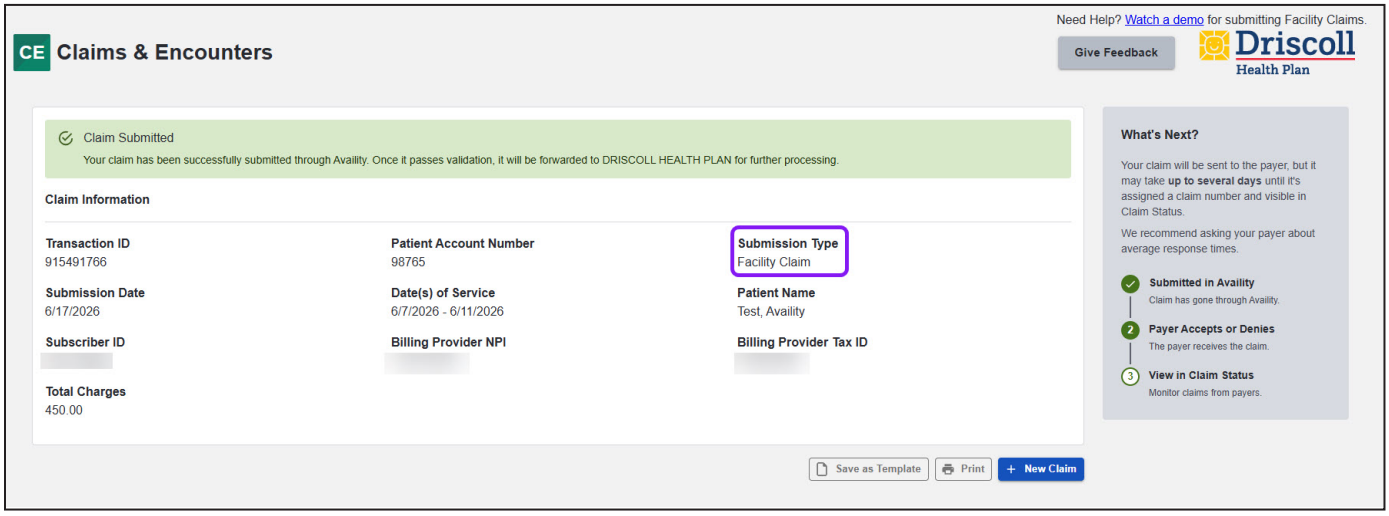
- Diagnosis Codes:
  - Principal Diagnosis Code

- Claim Information:
  - Patient Control Number/Claim Number
  - Frequency Type
    - *Frequency code 7 or 8 utilize Payer Claim Control Number field to input prior claim number*
  - Admission Type
  - Admission Source
  - Provider Accepts Assignment
  - Release of Information
  - Claim Filing Indicator
    - *Add more Providers/Physicians*

- Lines:
  - Service From Date
  - Service To Date
  - Procedure Code
  - Revenue Code
  - Charge Amount
  - Quantity
  - Quantity Type

- 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.