

Enrollment Tips to help get you started!

To ensure a smooth transition to the Availity Health Information Network, we have outlined some helpful tips to assist you with the enrollment process.

Please take a few moments to review the below information:

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

If your organization currently uses the Print to Paper (THIN-APP) you will be asked to supply your THIN Submitter ID during the Availity enrollment process. If you are unsure of your THIN Submitter ID, please contact the Availity Helpdesk at 1.877.334.8446 if you plan to continue to utilize this service after converting to the Availity platform,

It is important that this information be supplied during the initial registration process to ensure a smooth and timely transition.

Tip # 3

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.

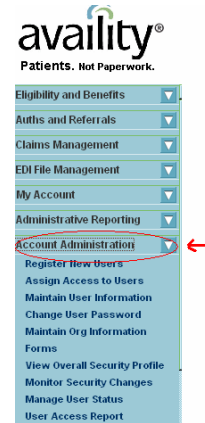
Tip # 4

After your PAA receives the temporary password via email, please contact Availity Client Services at 1.800.282.4548 if your Practice Management System supports an integrated FTP (file transfer protocol) connection to your Availity EDI Mailbox. This set-up step is required to have your FTP Mailbox activated.

Please note: Your FTP Mailbox is not activated until you contact Availity Client Services.

Tip # 5

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 # 6

If your organization currently receives Electronic Remittance Advice (835) files on the THIN platform, you will need to notify Availity when you would like to begin receiving your 835 files in your new Availity mailbox. The Availity ERA (835) Migration Notification Form can be found at http://www.availity.com/reference_documents.htm.

When you're ready to receive your current THIN ERA (835) files on the Availity portal, you should complete the information within the ERA Migration Notification Form and click on the "Please click here to email the form to: 835user@Availity.com" link on the form. Then select the "Send Data File" option to email us this notification. Please ensure you have retrieved all remittance files from the THIN mailbox prior to sending the ERA Migration Notification form.

Tip # 7

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.

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.

Thank you for choosing Availity as your electronic healthcare transaction solution. We look forward to a continued relationship with you and your organization.