



Electronic Medical Claims

DEVELOPED BY IVERTEX

FACSIMILE TRANSMITTAL SHEET

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| TO: | FROM: Ivertex Enrollment Team |
| COMPANY: | E-MAIL ADDRESS: ENROLLMENT@SOLACE-EMC.COM |
| FAX NUMBER: | TOTAL NO. OF PAGES INCLUDING COVER: |
| DATE: 5/26/2011 | SENDER'S PHONE NUMBER: 602-439-2525 |
| RE: Availity | SENDER'S FAX NUMBER: 602-439-0808 |

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

The following pages contain important information in regards to your EDI Enrollment for:

Availity

Included in this fax are the forms you need to complete in order to enroll in EDI. To obtain additional copies of the forms, please refer to the download link(s) provided in the Enrollment Instructions page.

Comments:

Availity

Enrollment Instructions

Thank you for your interest in Electronic Data Interchange (EDI).

Required Documents

NOTE: You must use Internet Explorer to complete this online application.

To apply for a Submitter Id with Availity please go to www.availity.com

1. On the top right hand corner of the page, Click on the box that says “Register Now”
2. On the following page, click the button that says “Start Registration”
 - a. Do you have an Availity account? Select yes or no
 - b. Enter your Biller’s name and contact information
 - c. Create a User ID (Please make sure you write this down , we will need this when we set up your mailbox)
 - d. Select either Provider or Billing Service
 - e. Enter your Organization’s Name and Tax ID
 - f. Choose the proper Provider Type for your line of business
 - g. Click Next
 - h. Select your Organization if it’s on the list or choose “I don’t see my organization”
 - i. Enter your NPI and demographic information and click Next
 - j. Answer the questions regarding the Controlling Authority and Account Administrator
 - k. Assigning a Backup Account administrator is optional
 - l. Click Next
 - m. Review your information and click Submit Registration
 - n. Print and Sign any documents that need to be faxed back to Availity in order to complete your sign up.

If you have any questions regarding registration, please phone the Availity EDI Technology Support Center at 1-800-282-4548.

We recommend that you have the following information ready before filling out your forms:

| Your Submitter Information | Software Vendor Information |
|---|---|
| • Name | • Vendor Name – Ivertex |
| • Address | • Contact – EDI Team |
| • Phone and Fax Numbers | • Vendor Code – n/a |
| • E-mail Address (if any) | • Phone – 602-439-2525 |
| • Contact Name (if other than name above) | • Fax – 602-439-0808 |
| • Provider PIN numbers for this payer | • Address – PO Box 86609 Phoenix, AZ 85080 |
| • Organization or Group PINs for this payer | • Software Name– SolAce EMC |
| | • E-mail – Support@Ivertex.com |

Waiting for a response

Once the complete provider enrollment packet has been received, the documents will be processed. Processing will take approximately two weeks from the date of receipt.

After processing, a confirmation will be faxed to you as notification to begin filing claims electronically. If neither confirmation nor a returned packet is received after two weeks, contact the Technology Support Center toll-free at 1-800-282-4548.

What to do next:

Step 1:

Once you have received your web portal password from Availity, please log into their website at www.availity.com. You will be prompted to read their agreement, create a security question for your account, and change your password. Please make a note of your new password. Once you've completed those steps the main page will open. On the left side click on "Account Administration", then click on "View Overall Security Profile". In this screen you will find your Organization Identifier (it should be your tax id). NOTE: If you submit claims to BCBS of Florida you should see a "BCBSF SENDER ID" here. Write it down and give it to the Ivertex Support Tech that you work with on Step 3 below. Confirm that your profile is correct and log off.

Step 2:

Call 1-800-282-4548 and press option 0 when the greeting comes on to talk to the operator. Once the operator answers, ask for the EDI department. When you speak to the EDI representative, let him know that you are an Availity submitter and that you need to have your FTP login activated. The representative will then confirm your availity.com login (the id you used to log into their website) and issue you a new password for the FTP site which you will receive via email in about 24 hrs.

Note: Most of the time the ftp password actually starts with the letters "ftp". (You will need to give this to the Ivertex Support Tech that you work with for Step 3 below).

Step 3:

Please call the Ivertex Support Team and set an appointment for a Mailbox setup and Test Transmission to Availity.