

## Attention Professional Providers: Contract amendment changes effective October 1, 2020; View upcoming contract changes online via Availity

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In mid-June 2020, Anthem Blue Cross and Blue Shield in Virginia and our affiliate HealthKeepers, Inc. notified all professional providers about upcoming contract changes to include updates to fee schedules, reimbursement policies and the provider manual.

**The amendment is automatically effective on October 1, 2020.**

### Provider Contract and Fee Schedule Notifications via Availity

In the [June 2020 Provider News](#), we announced the release of Provider Contract and Fee Schedule Notifications via Availity – our secure, Web-based provider tool. With this new automated process, when Anthem notifies you in writing of a statewide fee schedule update or provider contract amendment, you can log into Availity any time to securely access and download a digital copy of your amendment documents using the Provider Online Reporting tool in Availity.

As a reminder, please take time today to view your contract amendment documents via Availity's Provider Online Reporting tool if you have not already done so. Keep in mind that only authorized users in your practice or facility can view the confidential contract amendments using the reporting tool. Your Availity administrator must grant access to the reporting tool if you do not currently have access. For easy reference, we're again including the information below to help you get started with Provider Contract and Fee Schedule Notifications if needed.

### Provider Online Reporting Reference Guide: How to get started

This document will familiarize you with the Provider Online Reporting application found on the Availity Portal. Using our web-based reporting application, you will be able to access regularly updated reports.

- For Availity Administrators – How to assign access
  
- For Users – How to navigate to the reports

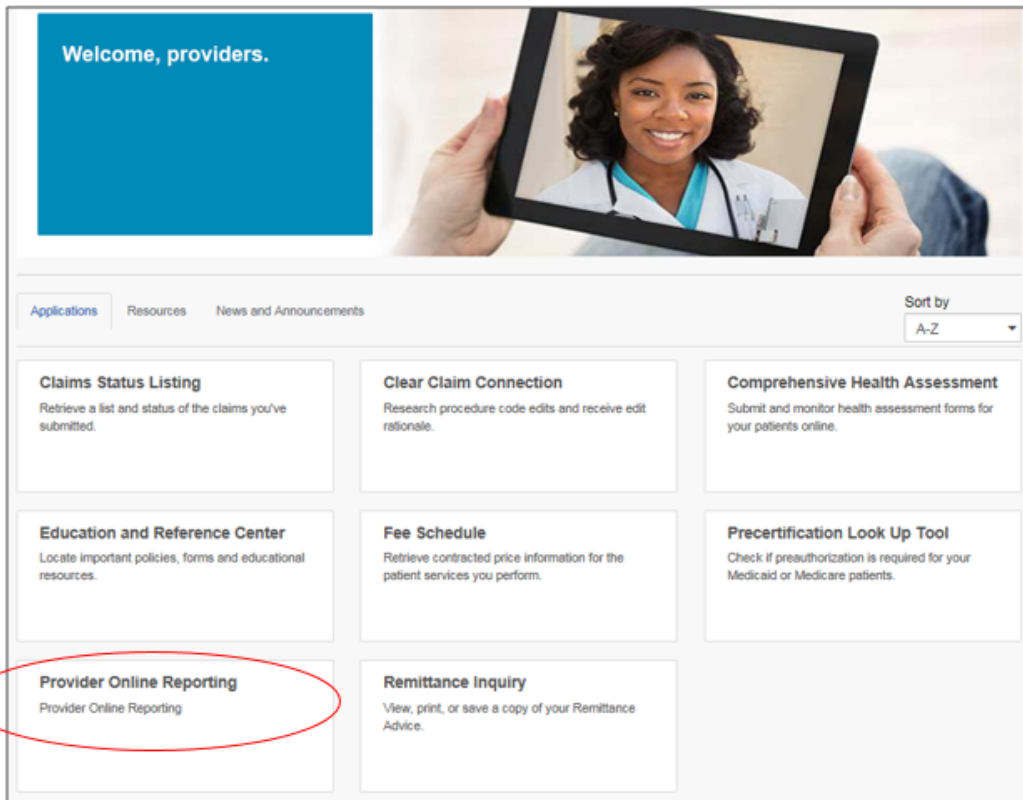
If your organization is not currently registered for the Availity Portal, go to [www.availity.com](http://www.availity.com) and select **Register** to complete the online application.

Your Administrator will need to take the following steps to **assign access to Provider Online Reporting**:

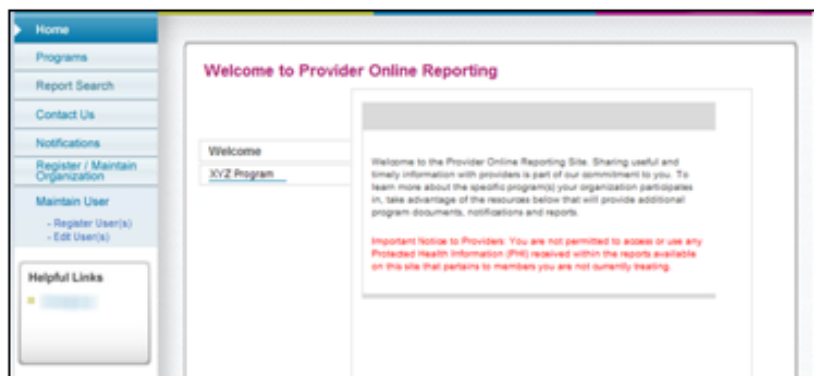
1. Assign the user role of Provider Online Reporting to your Availity access.
2. Select **Payer Spaces** in the navigation bar and then choose the payer tile that corresponds to the market.
3. Accept the User Agreement (once every 365 days).
4. On the *Applications* tab, select **Provider Online Reporting**.
5. Choose the organization and select **Submit**.
6. In the Provider Online Reporting application, register the tax ID by selecting **Register/Maintain Organization**.
7. Last, register users to the program by selecting **Register Users** and completing the required fields.

**Accessing reports:**

1. After logging in to Availity, select **Payer Spaces** in the navigation bar and then choose the payer tile that corresponds to the market.
2. Accept the User Agreement (once every 365 days).
3. On the *Applications* tab, select **Provider Online Reporting**.
4. Choose the organization and select **Submit**.
5. Select **Report Search**, choose **the type of report**, and then launch your program's reporting application.



- The *Home* page in Provider Online Reporting will open. This page lists all programs the organization is eligible for.
- Use the navigation options on the left-hand side of the page to easily move around within the tool.



The *Report Search* page launches the corresponding reporting application for your program. Select the appropriate program from drop-down menu.

Home  
Programs  
Report Search  
Contact Us  
Notifications  
Register / Maintain Organization  
Maintain User  
- Register User(s)  
- Edit User(s)

**Report Search** \* Required

Program & State

\* Select a Program: Program XYZ State:

Search Criteria

\* Tax ID Select

\* Select Report Select

\* Indicates a Required Field

SEARCH

[Link, file or further instructions will display here, depending on program](#)

Looking ahead

Going forward, you'll no longer receive from us large printed paper mailings or CDs in the mail regarding contract amendment changes as in the past. We hope this new streamlined process via Availity better supports you in quickly and easily accessing critical business information at your fingertips that impacts your business interactions with us – saving you time.

For further assistance with Availity, please contact Availity Client Services at 1-800-282-4548.

If you have questions about the amendment process, please contact your Anthem Network Manager. View the [Anthem contact list](#) online at anthem.com.

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**URL:** <https://providernews.anthem.com/virginia/article/attention-professional-providers-contract-amendment-changes-effective-october-1-2020-view-upcoming-contract-changes-online-via-availity>

**Featured In:**

September 2020 Anthem Provider News - Virginia

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