

Availity: Upcoming retirement planned for legacy Medical Attachment submission tool

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The **Medical Attachment tool** makes the process of submitting electronic documentation in support of a claim, simple and streamlined. We are now in the final stages of migration from the Medical Attachments link to the Attachments-New option.

What is happening to the current attachment tool?

- The legacy tool will be retired soon* with access via **Attachments-New** option available now.
- The history of the information you have previously submitted is still available on the legacy tool for now*.
- Read only access to the history is in the final stages*

**Look for messaging on the legacy attachment tool for specific dates*

How to Access *solicited* Medical Attachments for Your Office

Availity Administrator, complete these steps:

From **My Account Dashboard**, select **Enrollments Center > Medical Attachments Setup**, and complete the following sections:

Select Application>choose **Medical Attachments Registration**

Provider Management>Select **Organization** from the drop-down. Add NPIs and/or Tax IDs

Assign user access by checking the box in front of the user's name

Using Medical Attachments

Availity User, complete these steps:

Log in to www.availity.com

Select **Claims and Payments > Attachments-New >Send Attachment Tab**

Complete all required fields of the form

Attach supporting documentation

Submit

Need Training?

To access additional training for this Availity feature: Log in and select **Help & Training** > **Get Trained** to open the Availity Learning Center (ALC) Catalog in a new browser tab. Search the Catalog by keyword (**attachments**) to find training demo and on-demand courses. Select **Enroll** to enroll for a course and then go to your Dashboard to access it any time.

URL: <https://providernews.anthem.com/indiana/article/availity-upcoming-retirement-planned-for-legacy-medical-attachment-submission-tool>

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