New Digital Provider Enrollment tool added to Availity for New York

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In September, Empire BlueCross BlueShield ("Empire") added new functionality to New York's provider enrollment tool hosted on the Availity Portal to further automate and improve your online enrollment experience.

Who can use this new tool?
Professional providers, whose organizations do not have a credentialing delegation agreement with Empire. (*Note: Providers who submit via roster or have delegated agreements will continue to use the process in place*.)

What does the tool provide?

- Add new providers to an already existing group
- Apply and request a contract.
After review, a contract can be sent back to you digitally for an electronic signature. This eliminates the need for paper applications or paper contracts.

  - Enroll a new group of providers.
  - Enroll as an individual/solo provider.

- A dashboard for real time status on the submitted applications.
- Streamlined complete data submission.

Here's a review of how the online enrollment application works:

The system automatically accesses CAQH to pull in all updated information you've already included in your CAQH application. The CAQH information automatically populates the information Empire needs to complete the enrollment process – including credentialing and loading your new provider to our database. Please ensure that your provider information on CAQH is updated and is in a complete or re-attested status.

Availity's online application will guide you throughout the enrollment process, providing status updates using a dashboard. As a result, you know where each provider is in the process without having to call or email for a status.

*Please note: For any **changes** to your practice profile and demographics, continue to use the new online provider maintenance form that allows you to electronically submit to Empire any changes to your practice profile and demographics. Availity administrators and assistant administrators can access the form on Availity>Payer Spaces>Resources.*

Accessing the provider enrollment application
Log on to the Availity Portal and select **Payer Spaces > Empire>Applications>Provider Enrollment** to begin the enrollment process.

If your organization is not currently registered for the Availity Portal, the person in your organization designated as the Availity administrator should go to www.availity.com and select **Register.**

For organizations already using the Availity Portal, your organization's Availity administrator should go to **My Account Dashboard** from the Availity home page to register new users and update or unlock accounts for existing users. Staff who need access to the provider enrollment tool need to be granted the role of "Provider Enrollment."

(Availity administrators and User Administrators will automatically be granted access to provider enrollment.)

If you are using Availity today and need access to provider enrollment, please work with your organization's administrator to update your Availity role. To determine who your administrator is, you can go to **My Account Dashboard > My Administrators.**

 Need assistance with registering for the Availity Portal? Contact Availity Client Services at 1-800-availity (1-800-282-4548).

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