

Provider contract and fee schedule notifications coming soon

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We are excited to announce the release of Provider Contract and Fee Schedule Notifications! Starting in Mid-July, when Anthem Blue Cross and Blue Shield (Anthem) notifies you of a statewide fee schedule update or provider contract amendment, you can log into [Availity.com](https://www.availability.com) and download a digital copy of your content.

Over the last few months, we have been tirelessly working to improve our service and believe that online Provider Contract and Fee Schedule Notifications will help you appreciate your experience with Anthem even more.

In order to be ready for the digital downloads, you should log in to Availity, access the Provider Online Reporting application and register your authorized users. Going forward, you will see newsletter articles notifying you when you can download content, or if your state requires a mail notification, you may receive a letter or postcard notifying you of content ready for download.

See details below on how to log in and access your reports:

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

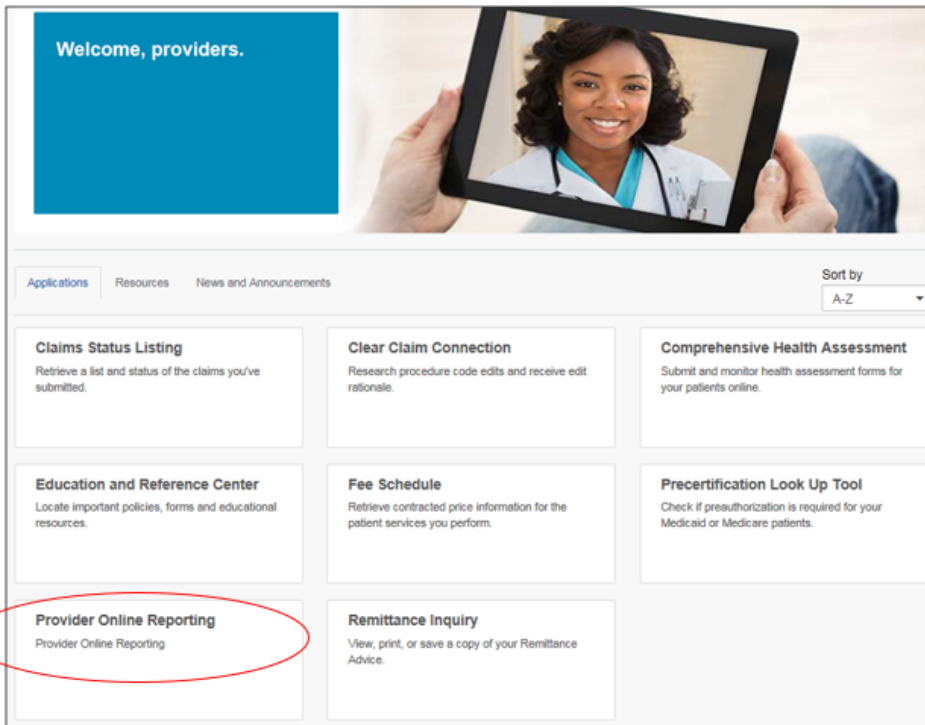
If your organization is not currently registered for the Availity Portal, go to www.availability.com and select **Register** to complete the online application.

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.

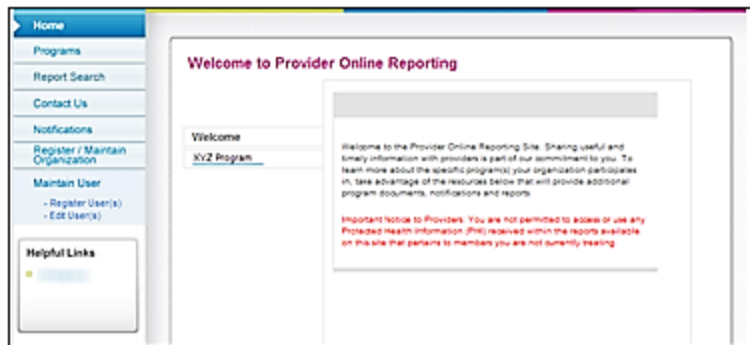
Accessing reports:

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.

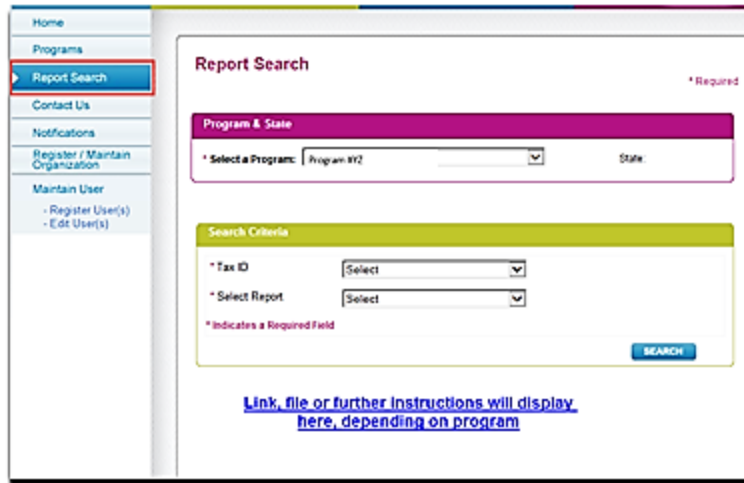


The Home page in Provider Online Reporting will open. The page lists all programs the organization is eligible for.

Use the navigation options on the left 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.



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

For other questions, contact your local contract advisor, consultant or Provider Relations representative.

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URL: <https://providernews.anthem.com/wisconsin/article/provider-contract-and-fee-schedule-notifications-coming-soon-2>

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