Upcoming retirement planned for legacy medical attachment submission tool

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As we have been communicating in *Provider News*, we are now in the final stages of migration from the legacy medical attachments submission tool to the 'Attachments-New' option via Availity.

What is happening to the current attachment tool?

- The legacy medical attachments tool will be retired soon* with access via the Attachments-New option available now.
- The history of the information you have previously submitted is still available on the legacy tool at this time.*
- 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/setup the *solicited* medical attachments tool for your office
Availity Administrators must 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.

Submitting medical attachments
Once the above setup is completed, Availity Users will 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

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/new-hampshire/article/upcoming-retirement-planned-for-legacy-medical-attachment-submission-tool-1

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