

## 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](http://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.empireblue.com/article/upcoming-retirement-planned-for-legacy-medical-attachment-submission-tool>

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