

View and download provider fee schedule through Availity

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We are excited to announce the release of the Provider Fee Schedule notification and download option available through the [Availity](#) portal.

Starting in May 2021, providers will have the ability to review their upcoming fee schedule update that will go into effect as of July 1, 2021, and can be accessed through the reporting function in [Availity](#). You can log into [Availity.com](#) and download a digital copy of your fee schedule.

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.

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 (POR) application found on the [Availity](#) Portal. Using our web-based POR application, you will be able to access your updated fee schedule.

- 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.availity.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 top menu bar and select payer tile that corresponds to the market.
3. First-time users accessing Payer Spaces will be asked to accept a *Terms of Use Agreement*. The agreement will appear for users once every 365 days.
4. On the **Applications** tab, select **Provider Online Reporting**.
5. Select organization and select **Submit**.
6. On the **Welcome to Provider Online Reporting** page, select **Register/Maintain Organization**.
7. Select **Register Tax ID(s)** for the applicable program to register the tax IDs.
8. A pop-up window will display all tax ID(s) that need to be registered for the program. Check the box for each tax ID to be registered and select **Save**.
9. You now have successfully completed the tax ID registration. Notice after the registration has been completed, the status has changed from Register Tax ID(s) to Edit Tax ID(s).

Accessing reports:

1. Log in to <https://www.availity.com>.
2. Choose **Payer Spaces** in the top menu bar.
3. Select the **payer tile** that corresponds to your market.
4. Accept the User Agreement (once every 365 days).
5. On the **Applications** tab, select **Provider Online Reporting**.
6. Select organization and choose **Submit**.
7. Select **Report Search**, choose **the type of report**, and then launch your program's reporting application.
8. The **Home** page in Provider Online Reporting will open. This page lists all programs the organization is eligible for.
9. Use the navigation options on the left-hand side of the page to easily move around within the tool.
10. The **Programs** Page provides a description about the program your organization is participating in and includes helpful documents related to your program if applicable. Select a program using the drop-down arrow.
11. The **Report Search** launches the corresponding reporting application for your program. Select the appropriate program from drop-down menu.

Helpful tip

Save Provider Online Reporting as a favorite to be able to access it quickly from the Availity home page:

1. Log in to Availity at <https://www.availity.com>.
2. Choose Payer Spaces in the top menu bar.
3. Select the payer tile that corresponds to your market.
4. On the **Application** tab, select the heart icon next to **Provider Online Reporting** so it fills in and turns red.
5. Now Provider Online Reporting will appear at the top under the **My Favorites** dropdown

Questions

- For questions regarding the Availity Portal, please contact Availity Client Services at 800-282-4548.
- If you have questions about POR, use the Contact Us section of the application.
- For other questions, contact your local contract advisor, consultant or Provider Relations representative.

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