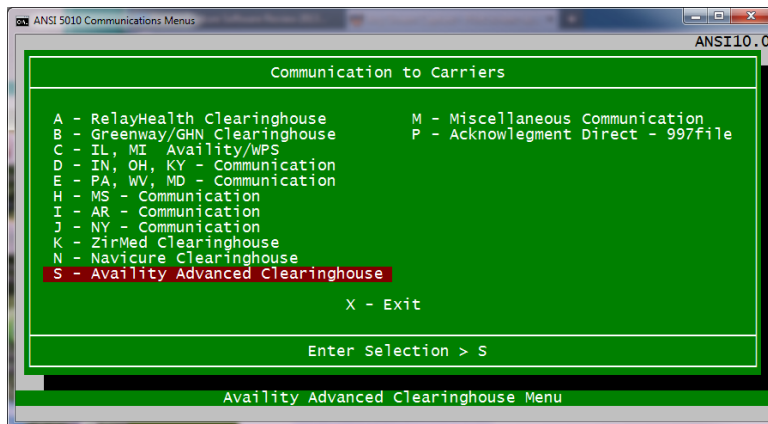


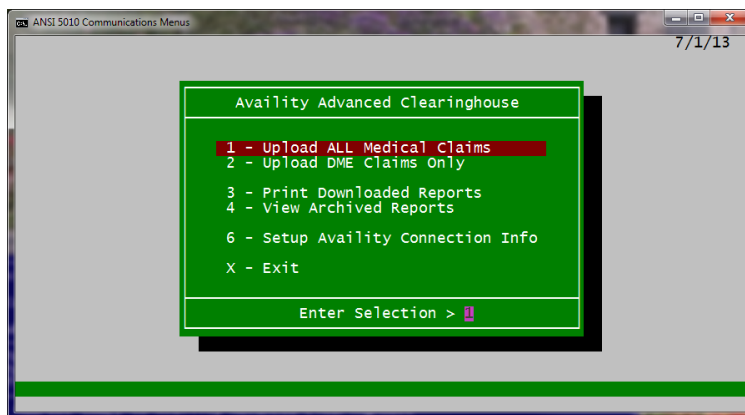
FastEMC Availity Advanced Clearinghouse Instructions

Using the new FastEMC Availity Advanced Clearinghouse Communications

From the main menu, select: 1 – Daily Operations, 4 – Communication to Carrier



Press “S - Availity Advanced Clearinghouse” and the new menu will appear.



Brief overview:

Options 1 & 2 will offer all the connection options to send your claims and download reports.

Option 3 is to review and print reports already downloaded in options 1 or 2.

Option 4 is to view archived reports – these have been previously viewed or printed but cleaned out of the daily work folder.

Option 6 – Setup Availity Connection information. This is used to put in your sftp credentials and the URL's used for connecting to Availity.

NOTE: Access the SETUP SCREEN first and supply the information before using the upload/download options. You should have all the credentials to the new Advanced System, when you activate your account by filing the Organization Access Agreement with Availity.

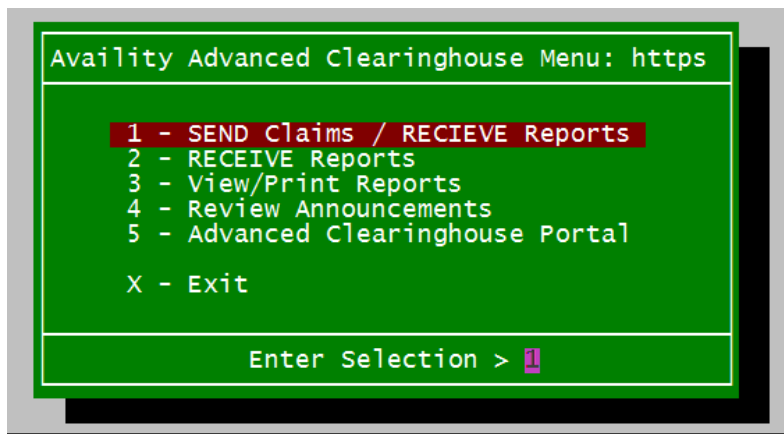
FastEMC Availity Advanced Clearinghouse Instructions

Sending your claims and receiving your reports

1 - Upload ALL Medical Claims and/or 2 – Upload DME Claims Only

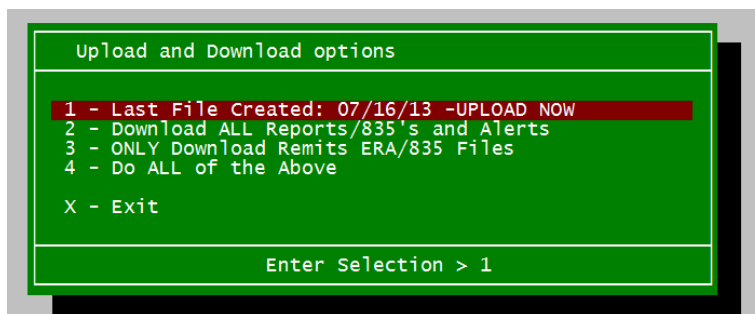
Select one of these options to prepare your claims file for uploading. If you selected “1” all the payer line of business files (except DME) will be collected and a transmission file will be created to send to Availity. If you selected “2”, then only the DME file will be collected to send to Availity.

NOTE: To avoid issues with duplicate files, once your file has been collected and added to an Availity file for upload, it is erased. It has been added to a file in the SendFiles folder ready to upload to Availity. If your communications fails, it is still in the SendFiles folder and will be until you successfully connect to Availity and send the file. You should not do a rerun to recreate the original file, until all your pending files have been successfully sent to Availity and no acknowledgement is received for the batch(s) in question.



1 – SEND Claims / RECEIVE Reports

Select this option to continue to select what you want to upload or download. The menu below is displayed. Notice it is reminding you when the last batch was created so you can skip to just downloading if no new files are ready to send.



FastEMC Availability Advanced Clearinghouse Instructions

The Upload and Download Options are then displayed. Your connection with Availability can upload your claims file, it can download reports and alerts or it can just check for remits 835 files and ERA reports. You can do any one of these options at this time, or select “4” to do all of these options.

If you have just created a transmission file, select item 4 to cover all your selections. If you do not have any claims to send but have to pick up reports or remits, select “2” to pick up your reports. Return and press “3” to pick up your remits files.

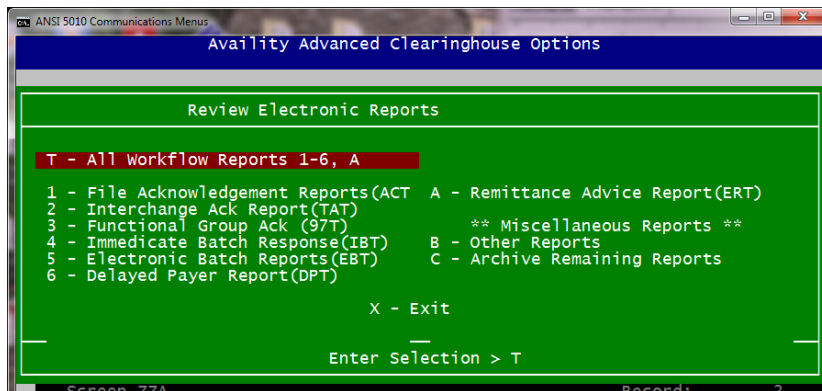
It is important to upload files as often as you enter claims. Use that opportunity to check your reports and any remit 835 files. If you only upload claims once a week, it is still important to download reports and remits so you can keep your cash flow moving.

2 – RECEIVE Reports

This option will check Availability for Reports and Alerts. You will be asked for a confirmation of your selection and then all the reports will be collected and downloaded into your ReceiveFiles folder. Continue to View/Print Reports from here.

3 – View/Print Reports

This option does not offer any communication interaction. It is for viewing items collected already on your computer.



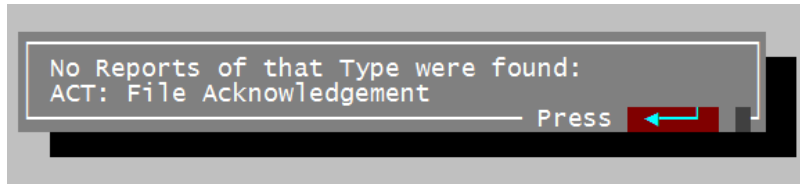
This menu is designed to process your reports into a viewable format and then you can review the report on the screen or select the print option in your viewer to keep a paper version of the report.

T –All workflow Reports 1-6, A

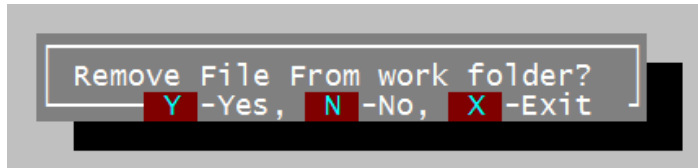
To work through all the reports that were collected, Press T and each report type that is possible will be displayed, one at a time. All reports 1-6 and A – Remittance Advice, will be reviewed.

As each report is processed, you will have the report displayed or you will get a message like this:

FastEMC Availability Advanced Clearinghouse Instructions

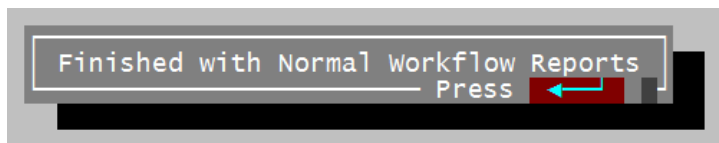


Or you will get a message like this after each report has been displayed:



Enter Y to move the report to the History folder and remove it from the work folder. Enter N to leave it in the work folder so it will be displayed again the next time you select this option. Press X to leave the report where it is and exit the menus. You can return later and all the reports you have not yet viewed will still be available. It is important to select Y to Remove after any report that was handled, or your report folder items will continue to grow and get clogged with old business.

Continue to review your reports until you get to the message:



CLEANUP after handling all the normal reports

Since there are other files that are not useable downloaded it is important to handle a cleanup step to dispose of that files. We have cleaned them out of your folder at Availability and downloaded them all. Now you need to clean up what we had no use for at this end.

C – Archive Remaining Reports. At this point all the files that were human readable were displayed. Select "C" to clean up any remain reports. These reports are just moved to the days archive folder and removed from the ReceiveFiles. If you are using an alternate report folder that may contain files other than the ones you just downloaded, this option is not allowed.

B – Other Reports – This option is used to view files that are not normally viewed. If any new reports are added to the reports we have programmed for you, then use this option to check for those reports. You need to know the extension, (the last three characters of the name after the period) to review these reports. Like the normal reports you can display, print and then remove these reports to the archive folder.

FastEMC Availity Advanced Clearinghouse Instructions

4 - Review Announcements

Use this option to display any announcements you may have received. These will process like reports, they will open for you to read them and you can select print to hardcopy any you find helpful. Then they are archived for later and the work folder is cleaned up.

5 – Advanced Clearinghouse Portal

Use this to open the Availity Advanced Clearinghouse Web page. Login and you can access the reports, files and information. This option may have EDI Management where claim files can be manually uploaded and reports downloaded (This is an alternative method to using the interface available in the new communications method.)

REMITTANCE 835 Files

Part of what happens when you download your reports is that the Remittance 835 ANSI files that give you all the EOB information about your files is downloaded and moved to the Remits folder to be processed. Selecting “4 - all of the above “ will insure that you have send and received everything.

The Remittance Advice Report is also downloaded for those who are not interested in processing the 835 file.

But we have two additional steps that you might find helpful.

Step 1 - Using the Remittance Advice menu, you can load the 835 file into the FastEMC system. This step is available to all FastEMC accounts and will also generate an EOB human readable report. A detailed document is available for this explaining how to use the Remittance Advice menu.

Step 2 – Total Cycle Customers can then post the payments into the FastEMC claims. This can be a huge savings in time and help you work your claims more efficiently.

(See Remittance Document for more information.

FastEMC Availity Advanced Clearinghouse Instructions

Setup your Credentials for Availity Advanced Clearinghouse

The screenshot shows a terminal window titled "ANSI 5010 Communications Menu". The main content area has a blue background with white text. It displays the following fields and values:

- Version: ANSI5010
- FastEMC Availity Information
- Customer ID: (blank)
- Submitter ID: (blank)
- Upload Option <HTTPS/SFTP> : SFTP
- Collect Remit File: Y
- sftp UserName: (blank)
- sftp URL for Uploading Claims: ftp.availity.com
- Web Address <URL> to Availity Advanced Clearinghouse: http://www.availity.com
- Receive Folder for reports downloaded: (blank)

Below the main content area, there is a red bar with the text "F8 -Load Default Web URL's". At the bottom, there is a status bar with the text "Screen Availity Record: 2" and a row of function key shortcuts: "ESC -Record", "Ctrl-C -Cancel", and "F6 -Create Browse Lookup".

Upload Option: Select your UPLOAD Option. To use the new sftp interface, enter SFTP. If you are going to manually upload and download, enter HTTPS in this field.

Fill in your Customer ID, UserName and password. Make sure the URLs for Web Address and sftp URL are properly loaded. Press F8 on the field and the default address is loaded to start.

Receive Folder for Reports: Leave this blank is you are using SFTP. If you are downloading your reports and files manually, enter the name of the folder were you are saving those files. With that information the View/Print Reports option will work and each report can be displayed and archived.

This page will control your automated Upload and Download options. The User Name and Password are for the SFTP interface only and will not change your normal Web page user name and password.

Once this page has been filled, it should not be necessary to modify any data.