

# Provider Update

## Using Express Entry in Availity for traditional providers and providers with atypical NPI's

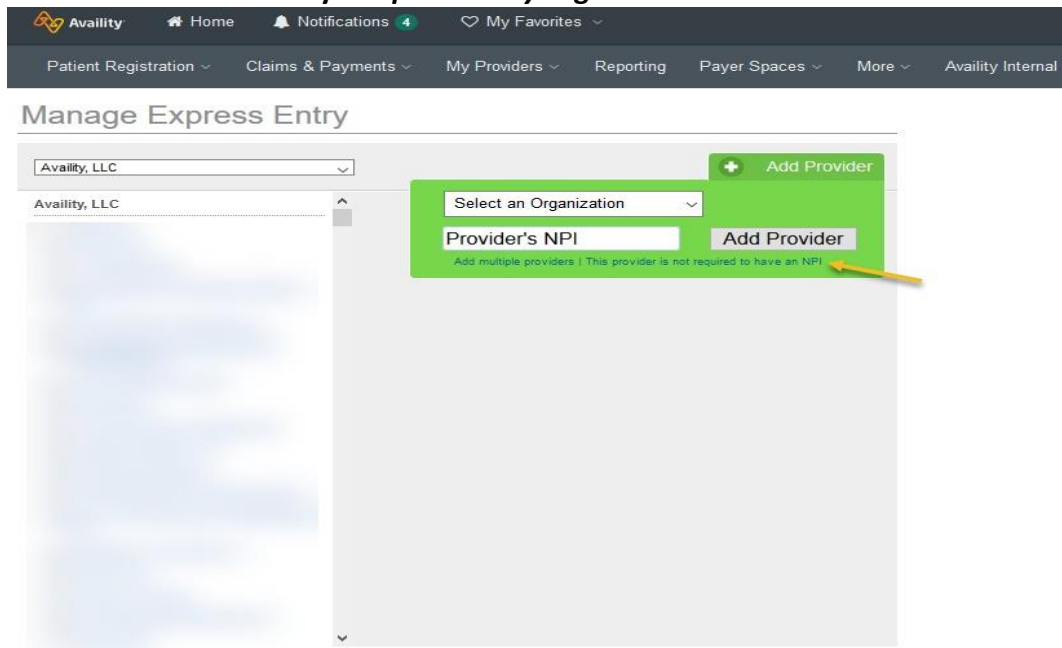
**Background or summary of change/update** This is a reminder to improve claim submissions for all provider types and those that do not require an NPI on Availity's *Express Entry* and *Professional Claim*.

### What is the impact of this change?

To expedite their *Professional Claim* submission, providers should create an *Express Entry* for each of the Medicaid providers they bill for. Atypical providers, please see the screenshots later in this communication showing the correct link to use when registering through *Express Entry* as a provider type that does not require an NPI.

We recognize that some providers have multiple provider types under Medicaid, only one of which may have an associated NPI. Providers should bill Amerigroup Iowa, Inc. using the same registration used to bill under the Medicaid fee-for-service program (i.e., if a provider does not use an NPI to bill for Medicaid services, the provider should not use an NPI to bill Amerigroup).

### Screenshot from Availity's *Express Entry* registration



When creating an *Express Entry*, atypical providers should select the blue link highlighted by the yellow arrow above to ensure they can enter their atypical provider number.

<https://providers.amerigroup.com>



An Anthem Company

## Screenshots from Availity's *Express Entry* registration

**Group / Facility:** Enter a valid Group / Facility name from 2 to 70 characters in length. Colons (:), greater than (>) and less than (<) symbols, asterisks (\*), and tildes (~) are not allowed.

**Associated Organization:** Select an organization.

**Physical Address 1:** Enter an address from 2 to 55 characters in length. Colons (:), greater than (>) and less than (<) symbols, asterisks (\*), and tildes (~) are not allowed.

**Physical Address - City:** Enter a city name from 2 to 30 characters in length. Colons (:), greater than (>) and less than (<) symbols, asterisks (\*), and tildes (~) are not allowed.

**Physical State:** This field is required.

**Physical Address - ZIP Code:** Enter a valid ZIP code containing nine numeric digits including a valid four-digit extension.

**Specialty / Taxonomy:** This field is required.

**Tax ID:** Enter a valid tax ID containing nine numeric digits and no dashes.

Provider Type:  Individual  Group / Facility

Group / Facility:

Associated Organization:

Physical Address:

Physical Address 2:

City:

State:

ZIP:  -

Phone:  -  -

Fax:  -  -

Billing Address Same As Physical Address:

Specialty / Taxonomy:

Provider Relationship:

Tax ID (EIN):

Payer Assigned Provider Identifier:

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Billing Provider Information

Express Entry - Billing Provider:

\* Organization / Provider Last Name:

First Name:

\* Phone Number:  -  -  Ext.

Fax Number:  -  -

E-mail:

Country:

\* Address 1:

Address 2:

\* City, State, ZIP Code:    -

\* Specialty / Taxonomy:

Tax ID Type:

\* Tax ID:

Important: Enter the tax ID to which the claim should be paid.

State License Number:

Provider UPIN:

Payer Assigned ID:

Location Number:

Upon creating a new *Express Entry* or when editing a previously created *Express Entry*, providers should see the fields highlighted in the red box.

Providers should create a separate *Express Entry* for each atypical provider type they bill under. **Creating the *Express Entry* will ensure the Payer Assigned ID number auto populates when entering a *Professional Claim* for submission.**

When creating multiple *Express Entries*, providers should use an identifier in the naming convention of each to ensure accurate selection of that particular atypical provider type when submitting a *Professional Claim*.

Providers may load a separate *Express Entry* as follows:

- ABC Company (Type 32)
- ABC Company (Type 67)
- ABC Company (Type 13)

Please note that an atypical provider would enter the Medicaid ID number in the Payer Assigned ID field. **If a provider has completed the *Express Entry*, this Medicaid ID number will auto populate on the *Professional Claim*.**

*State License Number*, *Provider UPIN* and *Location Number* are not required fields.

**Screenshot from Availity's atypical Professional Claim template:**

Billing Provider Information

Express Entry - Billing Provider: ?

\* Organization / Provider Last Name: ?

First Name:

\* Phone Number: ?  6  Ext.

Fax Number:  7

E-mail:

Country: ?

\* Address 1: ?

Address 2: ?


\* City, State, ZIP Code:    -

\* Specialty / Taxonomy:

Tax ID Type:

\* Tax ID: ?

Important: Enter the tax ID to which the claim should be paid.

 State License Number:

Provider UPIN:

Payer Assigned ID: ?

Location Number:

\* Provider Accepts Assignment: ?

**Screenshot from Availity's Professional Claim template:**

Billing Provider Information

Express Entry - Billing Provider: ?

\* Organization / Provider Last Name: ?

First Name:

\* Phone Number: ?  -  -  Ext.

Fax Number:  -  -

E-mail:

Country: ?

\* Address 1: ?

Address 2: ?

\* City, State, ZIP Code:

\* Specialty / Taxonomy:

\* NPI: ?

Tax ID Type:

\* Tax ID: ?

Important: Enter the tax ID to which the claim should be paid.

State License Number:

Provider UPIN:

This screenshot is for traditional providers. If your screenshot looks like the above, you did **not** complete the *Express Entry* portion as required for atypical providers. Click on the question mark next to *NPI* to explain the process again.

**What if I need assistance?**

For questions on how to register or update *Express Entry* on the Availity Portal, please call 1-800-AVAILITY (1-800-282-4548), Monday-Friday, 5 a.m.-4:30 p.m. CT. Detailed instructions and tutorials may be found on Availity's website at <https://www.availity.com>.

If you have questions about this communication or need assistance with any other item, contact your local Provider Relations representative or call Provider Services at 1-800-454-3730.