

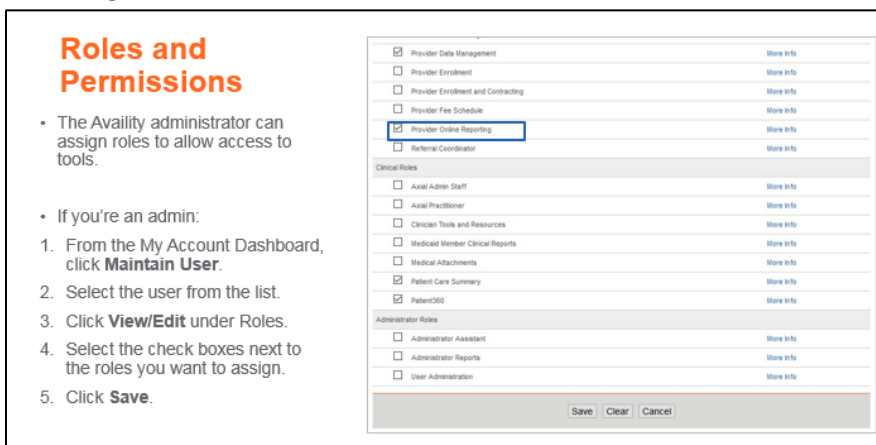
Provider Online Reporting

Provider Online Reporting (POR) makes viewing documents easy and streamlined when you log in to the Availity Portal.* Using our web-based reporting application, you may now view regularly updated reports on the Availity Portal. Your Availity administrator must first assign user roles to allow access to the POR tool.

How to access POR for your office

Your Availity administrator must complete the following steps:

1. From Availity's home page, select **Add User** or **Maintain User** from *My Account Dashboard* and follow the process to get to the *Roles and Permissions* page for the user.
2. Assign the user role.



Roles and Permissions

- The Availity administrator can assign roles to allow access to tools.
- If you're an admin:
 1. From the My Account Dashboard, click **Maintain User**.
 2. Select the user from the list.
 3. Click **View/Edit** under Roles.
 4. Select the check boxes next to the roles you want to assign.
 5. Click **Save**.

<input checked="" type="checkbox"/>	Provider Data Management	More Info
<input type="checkbox"/>	Provider Enrollment	More Info
<input type="checkbox"/>	Provider Enrollment and Contracting	More Info
<input type="checkbox"/>	Provider Fee Schedule	More Info
<input checked="" type="checkbox"/>	Provider Online Reporting	More Info
<input type="checkbox"/>	Referral Coordinator	More Info
Clinical Roles		
<input type="checkbox"/>	Avail Admin Staff	More Info
<input type="checkbox"/>	Avail Practitioner	More Info
<input type="checkbox"/>	Clinician Tools and Resources	More Info
<input type="checkbox"/>	Medical Member Clinical Reports	More Info
<input type="checkbox"/>	Medical Attachments	More Info
<input checked="" type="checkbox"/>	Patient Care Summary	More Info
<input checked="" type="checkbox"/>	PatientCDS	More Info
Administrator Roles		
<input type="checkbox"/>	Administrator Assistant	More Info
<input type="checkbox"/>	Administrator Reports	More Info
<input type="checkbox"/>	User Administration	More Info

Save Clear Cancel

3. Select Payer Spaces > Organization from the drop-down.
4. Accept the *User Agreement*.
5. From the *Applications* tab, select Provider Online Reporting > Organization > Submit.
6. Register all tax IDs by selecting **Register/Maintain Organization**.
7. Register all users by selecting **Register Users** and completing all required fields.

Using POR

Availity users should complete these steps:

1. Log in to <https://www.availity.com>.
2. Select **Payer Spaces** and choose your desired organization tile.
3. Accept the *User Agreement*.
4. From the *Applications* tab, select Provider Online Reporting > the Organization and **Submit**.

You will land on the POR welcome page. Select **Programs** from the menu. Select Report Search > report type and then launch your program's reporting application.

Need help?

Contact Availity Client Services at **1-800-AVAILITY (1-800-282-4548)**, Monday to Friday, 8 a.m. to 8 p.m. ET.

* Availity, LLC is an independent company providing administrative support services on behalf of Amerigroup Community Care.