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FACSIMILE TRANSMITTAL SHEET

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TO:	FROM: Ivertex Enrollment Team
COMPANY:	E-MAIL ADDRESS: ENROLLMENT@SOLACE-EMC.COM
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
DATE: 6/17/2009	SENDER'S PHONE NUMBER: 602-439-2525
RE: Signing up for EOBs with Availity	SENDER'S FAX NUMBER: 602-439-0808

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URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

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NOTES/COMMENTS:

The following pages contain important information in regards to your EDI Enrollment for:

## Signing up for EOBs with Availity

Included in this fax are the instructions you need to follow to complete your enrollment for the payers EDI system. To obtain additional copies of the forms, please refer to the download link(s) provided in the Enrollment Instructions page.

Comments:



## Signing up for EOBs with Availity

### Instructions

To view which payers on the Availity Payer list can send you electronic EOBs please visit <http://www.availity.com/providers/> and click on "View Availity health plan partners" on the bottom right side of the screen. You will need Adobe Acrobat .pdf reader installed in order to open the list.

Once you have the list opened, go to pages 48-50 to see the list of payers that can send electronic EOBs to Availity.

At the bottom of page 50 there are 4 links to choose from that you will need to access in order to download the forms you will need to complete to receive Electronic EOBs.

It is very important that you state what your Availity Login ID is on the EOB forms you complete. To find your Availity Login ID, login to SolAce and go to Setup/Mailboxes and double click on your Availity mailbox. Click on the connection tab and write down the ID in the Login ID box. Click cancel to close the box and close at the top right side of the screen.

If the form requires you to enter your Genkey, you can find your Genkey in one of the DPR reports that you have received from Availity. The GenKey is located in the "availity batch ID" box of the DPR report. It is the first 7 numbers before the "-". Please eliminate the 2 leading 0's because the GenKey is actually just a 4 or 5 digit number. For example : 0045687, your GenKey is the 45687.