Contents

By PracticeHwy.com, Inc.

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Checklist Instructions

As you go through this checklist, you will need to acknowledge, check off, and provide screenshots to document that all necessary steps have been completed.

Configuration Instructions

- Login to Availity Portal https://apps.availity.com/availity/web/public.elegant.login ☐
- Once inside the portal, click *Claims & Payments*, and then click *EDI Reporting Preferences*. ☐
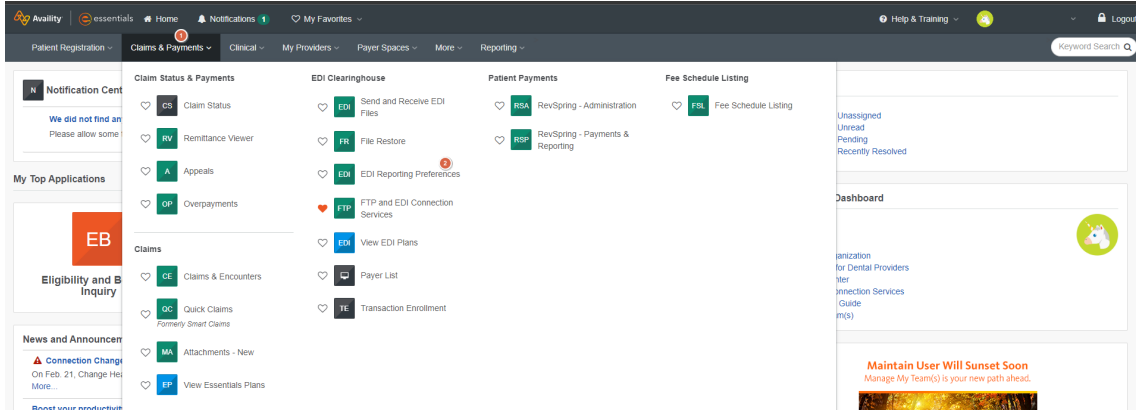
- You will see the below screen. ☐

Rev. 1.2024.03.07
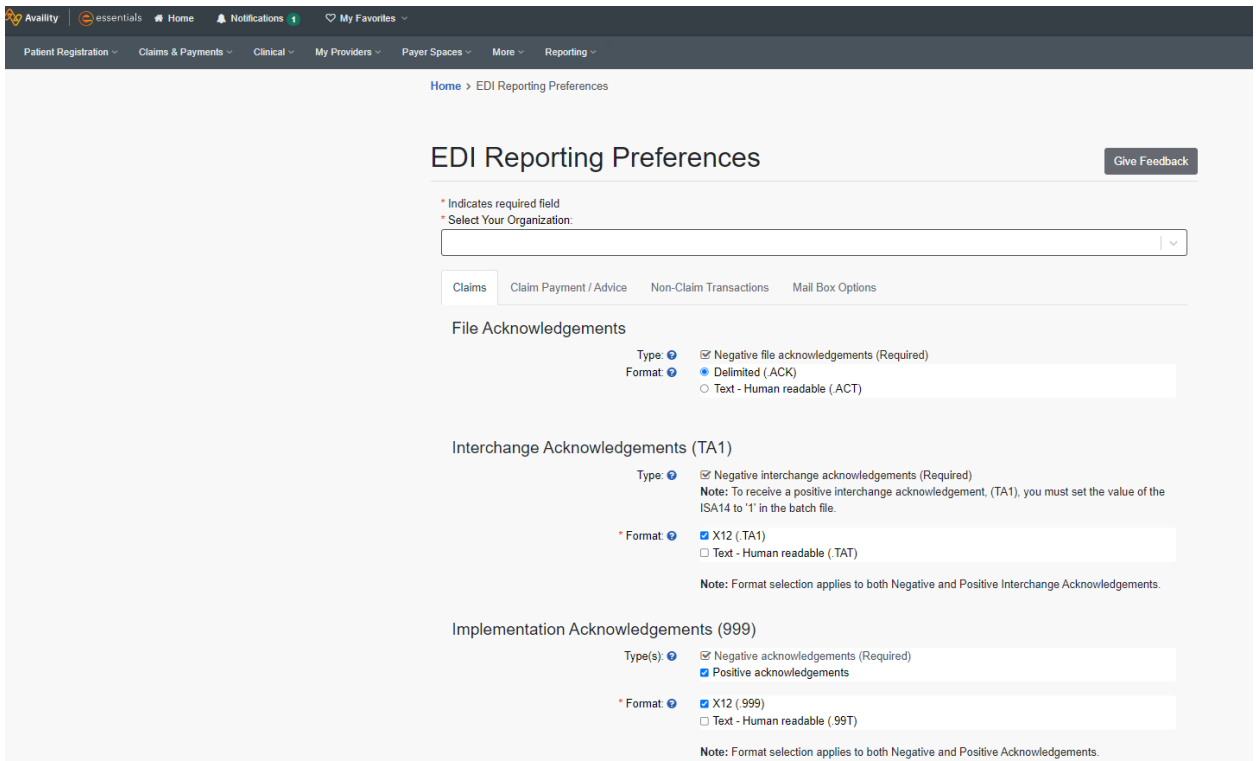
- Be sure to match the options that are on the screenshots below, it's very important to match these exactly as shown below. ☐
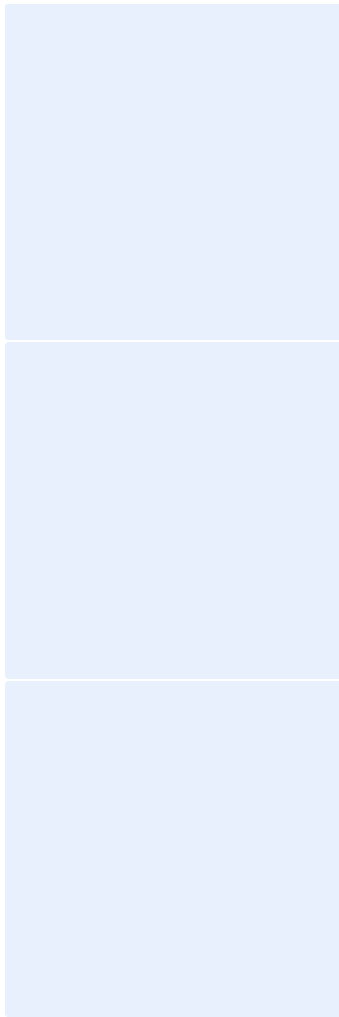
Delayed Payer Reports (DPR) Changes for this report will apply to claims received after this update.

* Format: ☑ Data Report (.DPR)

☐ Text Report (.DPT)

☐ 277CA (.277DPR)

Grouped by: All responses destined for an organization by payer

Delivery: ● Immediate
○ Scheduled Response

Save   Restore Default Setting   Cancel

Please provide screenshots, showing that all options match the above screenshots. ☐

- Once finished, click "save" and notify your eIVF contact through the assigned ticket. ☐

Note

Please note that the Availity Lifeline solution is a temporary solution for electronic claim submissions within eIVF. ERAs, EDI eligibility, and statements are not fully supported. Please follow the step below to make the switch over to Availity:

1. The customer is to stop submitting claims through eIVF, until you receive notification from PracticeHwy that Availity Lifeline Solution has been enabled. You will still be able to post encounters. ☐

2. The customer must save a backup file of Change Healthcare Payer ID's. This can be done by going into System Setup > Billing > Billing Insurance > Export to Excel. ☐

3. Then the customer will need to update the payer ID list in eIVF to Availity's Payer ID list. This can be done by going into System Setup > Billing > Billing Insurance, then you will have to update changes in the Payer ID column and then press "save". ☐

I, **Full Name**, acknowledge that this information is complete and accurate for **Clinic Name**.

Today's Date: **Click or tap to enter a date.**