Overview

Use provider to payer mapping to link individual provider ID’s within your office to a particular payer. Some payers for Availity eligibility require that the payer have mapped providers associated with them to submit an interactive eligibility.

GETTING THERE

1. On Availity Central, click ADMINISTRATION.
2. On the Administration screen, click Provider to Payer Mapping.
MAPPING

To associate the payer with the necessary providers:

1. Select the desired provider from the Provider field. If the desired provider is not listed, you may set them up on the Setup to Providers screen.

2. Select the payer name from the Payer field. If you do not see the desired payer, return to the Administration screen and click the Setup Payers link.

3. If applicable, enter the selected payer’s group number assigned to the provider in the Group Number field.

4. Enter the selected payer’s ID number assigned to the provider in the Identifier field. (In some cases this may be the provider’s Federal Tax ID.)

5. Click Validate to check the identifier number against the payer’s system. This verifies that the provider has a current contract with the payer.

6. Click Save.

The provider’s information (name and address) appears in the field located above and to the right of the Validate icon. The name and address listed is the latest information pulled directly from the payer’s system. Contact the payer organization if this information is incorrect.