



## Remittance Inquiry Quick Guide (Availity Essentials Payer Spaces)

Florida | Simply Healthcare Plans, Inc. (Simply) | Statewide Medicaid Managed Care (SMMC)

To access Availity Essentials Payer Spaces, go to: <https://Availity.com>.

From the Availity Essentials menu, follow these steps:

1. Navigate to **Payer Spaces**
2. Select **Payer** (Simply)
3. *View Applications*
4. Select card — **Remittance Inquiry**
5. Open the Remittance Inquiry
6. Select **Organization**
7. Select **Tax ID**
8. Select search method — **EFT/Payment Number** or **Issue Date Range** (recommended)
9. Enter **date range** (maximum of seven days)
10. Enter information into the **Provider** and **NPI** fields
11. Select **Search**
12. View results

You can also use the following link for more information and additional remittance inquiry guides: <https://gateway.on24.com/wcc/eh/3555851/category/111846/>.

