

## Availity Portal provider online reporting tutorial

Note: Your organization's administrator must complete this registration process and grant access to users in the organization.

- 1. Log in to the Availity Portal at https://www.availity.com.
- 2. From the Availity home page, select **Payer Spaces** from the top navigation.



3. Select Simply Healthcare Plans, Inc. from the Payer Spaces drop-down box.



4. From the Payer Spaces home page, select the Resources tab.

Applications	Resources	News and Announcements

## www.simplyhealthcareplans.com/provider | www.clearhealthalliance.com/provider

Simply Healthcare Plans, Inc. is a Managed Care Plan with a Florida Medicaid contract. Clear Health Alliance is a Managed Care Plan with a Florida Medicaid contract. Simply Healthcare Plans, Inc. is a Medicare-contracted coordinated care plan that has a Medicaid contract with the State of Florida Agency for Health Care Administration to provide benefits or arrange for benefits to be provided to enrollees. Enrollment in Simply Healthcare Plans, Inc. depends on contract renewal.

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5. From the Resources tab, select Provider Online Reporting.



- 6. Select I Agree on the *Disclaimer* page.
- 7. Select your organization from the drop-down box.

Select an Organ	nization สารวิธีริกรรรรรรรรรร	
Submit		

8. You will then be redirected and see the message, "Welcome to Provider Online Reporting."

Home			
Programs	Welcome to Pro	wider Online Reporting	
Report Search	Welconie to Pro		
Contact Us	Welcome	Member Panel Listing	
Notifications	Member Panel		
Register / Maintain Organization	Member Reports	I ne Member Listing report is available to providers to view and download a complete list of past and current Medicaid members that	
Maintain User	Reports	have been assigned to a specific Provider or Group. Select Report Search on the left navigation bar to access your reports	
- Register User(s) - Edit User(s)			
Helpful Links			
Online Resources Download NCQA PCMH Recognition Attestation Form			

- 9. Select **Register/Maintain Organization** to register your organization's tax ID to the applicable program.
- 10. Select **Register Tax ID** to register for the eligible program (member reports or panel listings).

Programs			
Report Search	Maintain Organization -		
Contact Us	The following is a list of programs associated to the organization that are available for registration and maintenance.		
Notifications			
Register / Maintain Organization	Program and Tax ID Infor	mation	
Maintain User	Program Name	Registered Organization Tax ID(s)	
- Register User(s) - Edit User(s)	Member Panel Listing		Edit Tax ID(s)
Helpful Links Online Resources Download NCQA PCMH Recognition Attestation Form	Member Reports		Edit Tax ID(s)
	Reports		Edit Tax ID(s)
	Reports		<u>Edit Tax ID(s)</u>

11. Select Maintain User/Register User(s) to grant access to users.

Home	
Programs	
Report Search	Register User(s)
Contact Us	Select Program : Member Deports
Notifications	wentber reports
Register / Maintain Organization	Currently there are no users to register.
Maintain User	
- Register User(s) - Edit User(s)	
elpful Links	
Online Resources Download NCQA PCMH Recognition Attestation Form	

- 12. Complete all fields on the *Register User(s)* page. Select **ADD TO PREVIEW** and **Save**.
- 13. Select **Report Search**, choose the program, complete the required fields and select **Search**.

Report Search	Report Search	* Rea
Contact Us		
Notifications	Program & State	
Register / Maintain Organization	* Select a Program: Member Panel Listing	State: FL
Maintain User - Register User(s) - Edit User(s)	Search Criteria	
Helpful Links	* Tax ID Select 🔻	
Online Resources     Download NCQA PCMH     Recognition Attestation	* Select Panel Type Member Panel Listing	
Form	* Indicates a Required Field	
	Download Listing for Entire Tin Select a Specific Individu	al or Group Provider

14. An excel file should now be available.