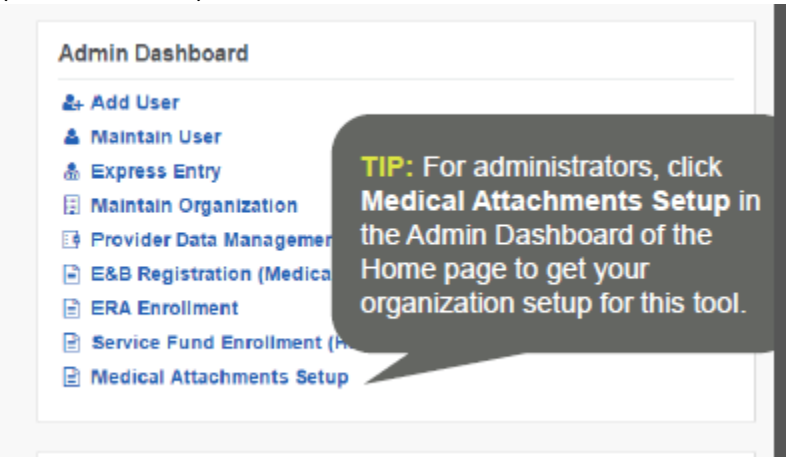
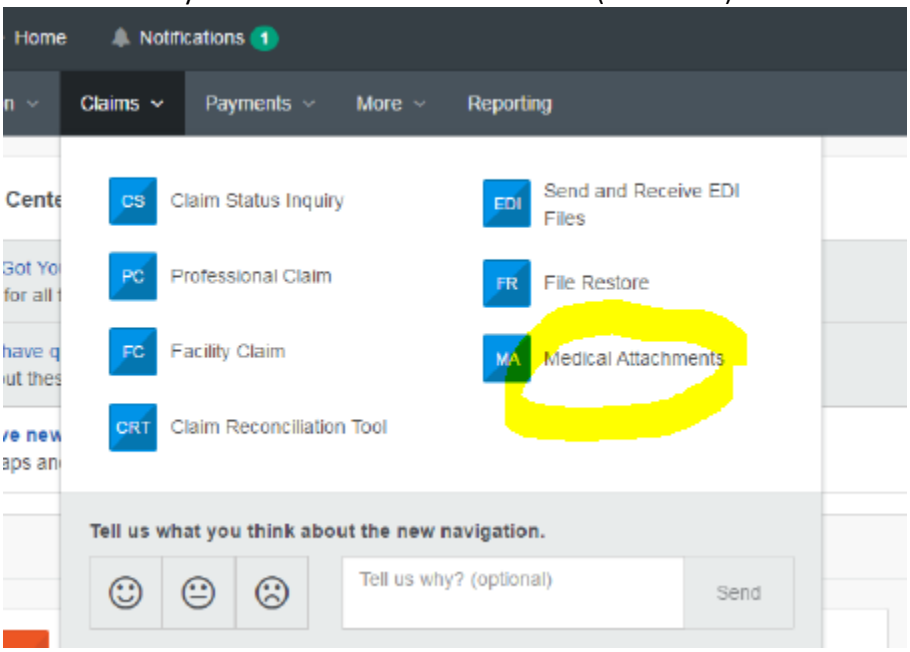
Here is some guidance in submitting the documentation with your claim, in Availity.

To begin:

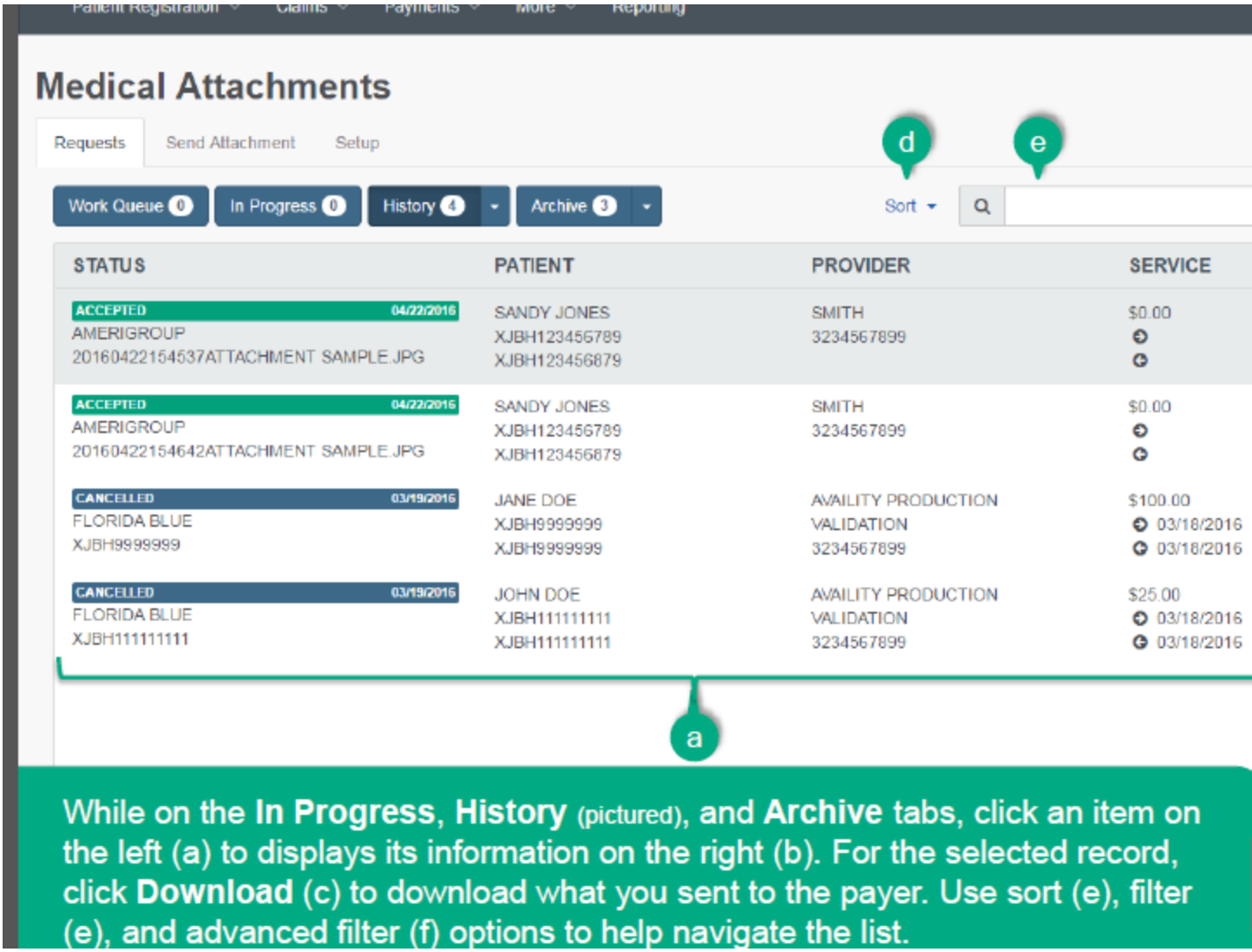
1) You will need the Administrator of your account to set up access/use of the Medical Attachment Tool (See screen shot)




2) Once set up for this kind of service, return to your homepage of Availity…. And then select CLAIMS and under this you will find Medical Attachments (select this) see screen shot:




3) From here you then upload the documents and manage all the information. You use this tool to send the supporting documentation to Amerigroup. Be sure to include all applicable information it asks for, which includes dates of service/type of service attached to this SCA.




While on the **In Progress**, **History** (pictured), and **Archive** tabs, click an item on the left (a) to displays its information on the right (b). For the selected record, click **Download** (c) to download what you sent to the payer. Use sort (e), filter (e), and advanced filter (f) options to help navigate the list.