BLUERIDE

Availity Essentials Manage My Organization

WWW.AVAILITY.COM/ESSENTIALS

MANAGE MY ORGANIZATION

- Manage My Organization
    - The Manage My Organization application enables users to set up providers in their organization frequently used in transactions such as Eligibility & Benefits, Claim Status, and more.
    - The providers you set up in the Manage My Organization application are listed in the **Select a Provider** fields that display on various application pages.
    - All data is viewable by all users but only an Administrator or Administrator Assistant can add, change or delete information.

**YOU WILL NEED TO COMPLETE REGISTRATION PRIOR TO ACCESSING THIS INFORMATION. IF YOU HAVE NOT FINISHED THE REGISTRATION PROCESS, COMPLETE THAT FIRST, THEN RETURN TO THIS DOCUMENT
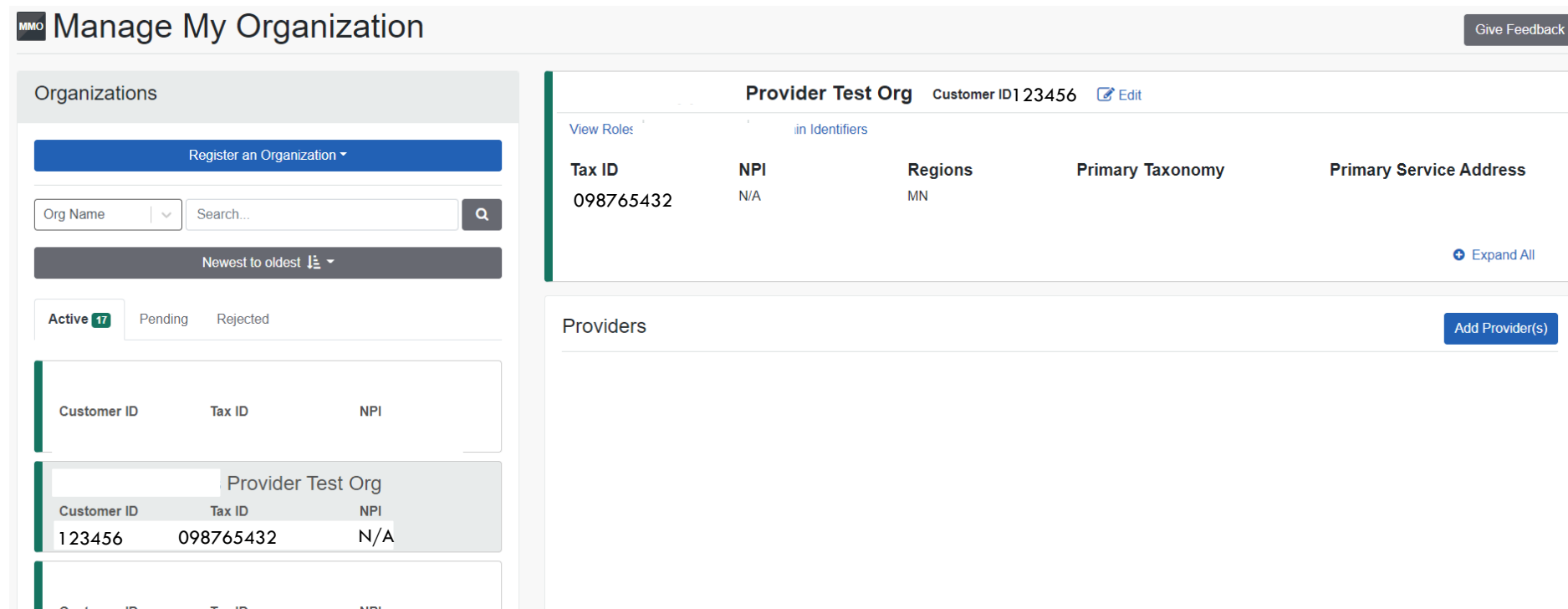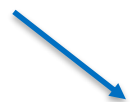
MANAGE MY ORGANIZATION

To add an NPI or UMPI, you will be required to enter your provider identifier in the Manage My Organization application. To open choose "Manage My Organization", go to your account drop down menu, in the upper right corner or from the home page "My Account Dashboard".

My Account
Maintain User
Add User
Manage My Organization

My Account Dashboard

My Account
Maintain User
Add User
Manage My Organization
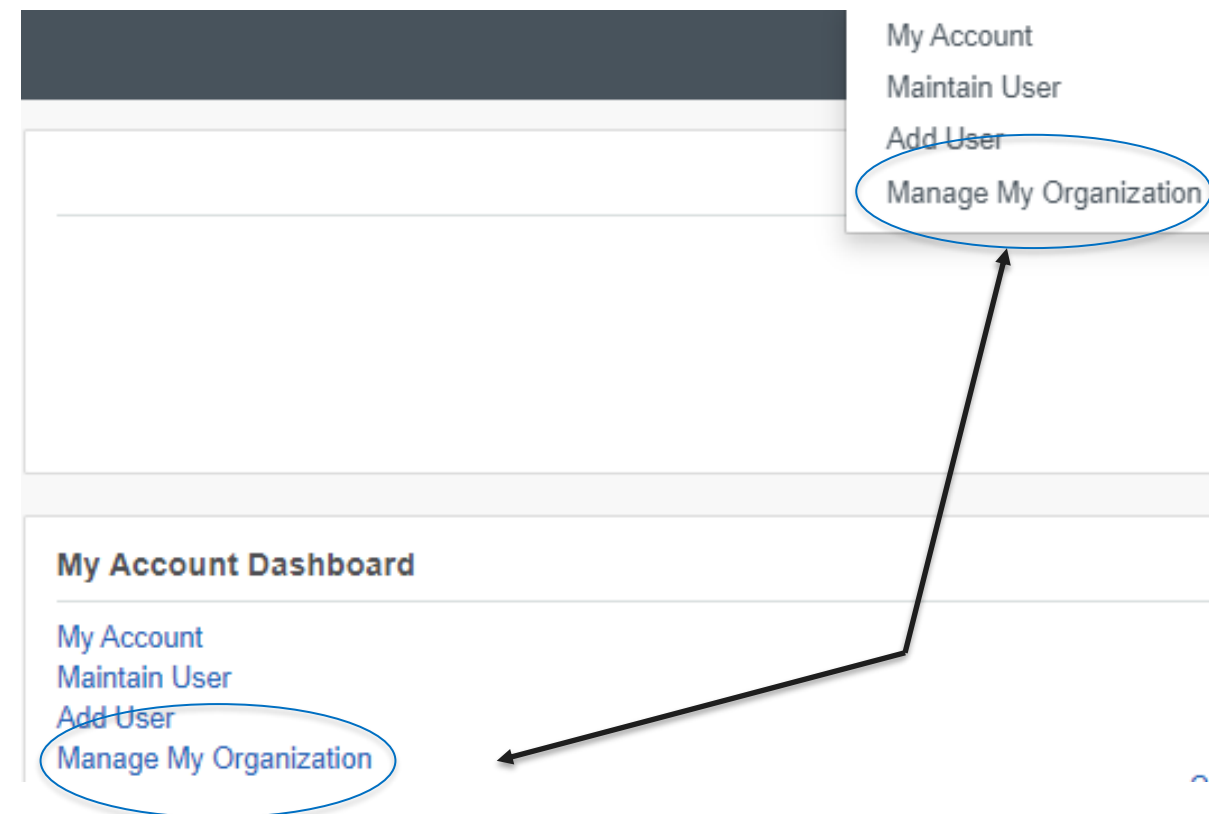
MANAGE MY ORGANIZATION, CONTINUED

Choose the organization you want to add provider information, then click on the "Add Provider" button on the right side.

MANAGE MY ORGANIZATION, NPI ENTRY

Enter the Tax ID, choose type (EIN or SSN), and National Provider ID (NPI)

- Click on "Find Provider" button
- The National Plan and Provider Enumeration System (NPPES) is accessed to verify the NPI entered

See Page 10 for steps to enter an UMPI

Add Provider   ✕

LET'S FIND YOUR PROVIDER

Tax ID   Type   National Provider ID (NPI)

[Enter Tax ID]   [EIN   ▼]   [Enter NPI   ]

                                    | EIN |

☐ This is an atypical provider and does not provide h   under HIPAA regulations. (Examples include: taxi services, respite services,
   home and vehicle modifications for those with disa | SSN |

Do you need to add many providers to this organization? Upload up to 500 at once via a spreadsheet upload.

[Cancel]   [Find Provider]

MANAGE MY ORGANIZATION, NPI ENTRY CONTINUED

If a match is found on the NPI entered, information is populated from NPPES

- Edit information, as needed
- Click the "Next" button to continue

MANAGE MY ORGANIZATION, NPI ENTRY CONTINUED

Click the "Next" button to continue

Add Provider   ✕

① Provider Information — ② Identifiers — ③ Addresses — ④ Review

Looks like there's a match!

Please review and/or update all of this provider's identifiers.

PROVIDER SEARCH RESULTS:

CLINIC

Primary Tax ID

Tax ID	Type
411234567	EIN

⊕ Add additional Tax ID

Identifiers

⊕ Add identifier

Back   Next

MANAGE MY ORGANIZATION, NPI ENTRY CONTINUED

Click the "Next" button to continue or edit to update or add an address

Add Provider   ✕

✓ ─────────── ✓ ─────────── 3 ─────────── 4
Provider Information   Identifiers   **Addresses**   Review

Looks like there's a match!

Please add all of the address and service location information for this provider.

CLINIC

Physical/Billing   ☰
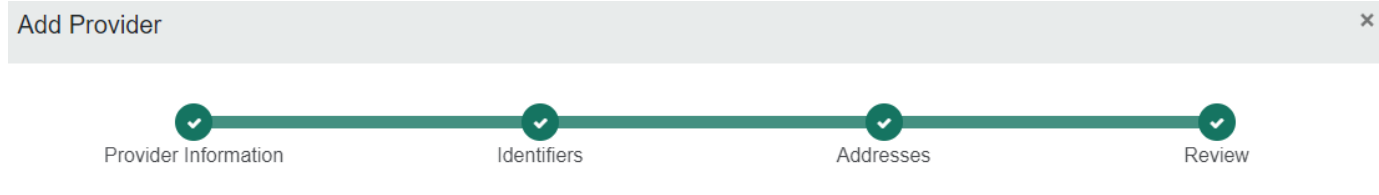
101 1st St
Anytown, MN
55511

⊕ Add an address   Back   Next

This is the last step to complete the process.

- Review information presented
- Edit information, as necessary
- Answer the question
- Check the certify box
- Click the "Submit" button to complete

Add Provider   ✕

Provider Information   Identifiers   Addresses   Review

Looks like there's a match!

Review all of the information provided below and ensure that everything is correct.

What is the provider's relationship to your organization? (Select one) ❓

○ This provider is a part of my organization
○ This is a third-party not directly affiliated with my organization (example: referred-to provider)

☐ *I certify that this provider's information and relationship to my organization information is correct*

Back   Submit

MANAGE MY ORGANIZATION, UMPI ENTRY

Enter the Tax ID, choose type (EIN or SSN) and check the box to indicate this is an atypical provider.

- Click on "Find Provider" button

MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED

Select a Provider Type

- Individual

- Group/Facility

MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED

- For Individual, enter Provider First, Middle and Last Name fields
- For Group/Facility, enter Name of Group/Facility
- Choose Primary Specialty/Taxonomy from drop down list
- Click "Next" button to continue

Provider Type

| Individual | ∨ |

Provider First Name   **Provider Middle Name**   **Provider Last Name**

Primary Specialty/Taxonomy

| Select... | ∨ |

Back   Next

Provider Type
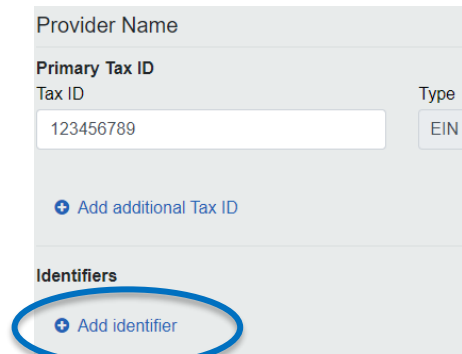
| Group/Facility | ∨ |

Group Name/Facility Name

Primary Specialty/Taxonomy

| Select... | ∨ |

Back   Next

MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED

- Add additional Tax ID, as applicable
- To add the UMPI, click on "Add Identifier"
- Choose "Payer Assigned Provider ID" as the Type
- Choose Payer name "BlueRide Non-Emerg Transportation"
- Enter UMPI in blank text box
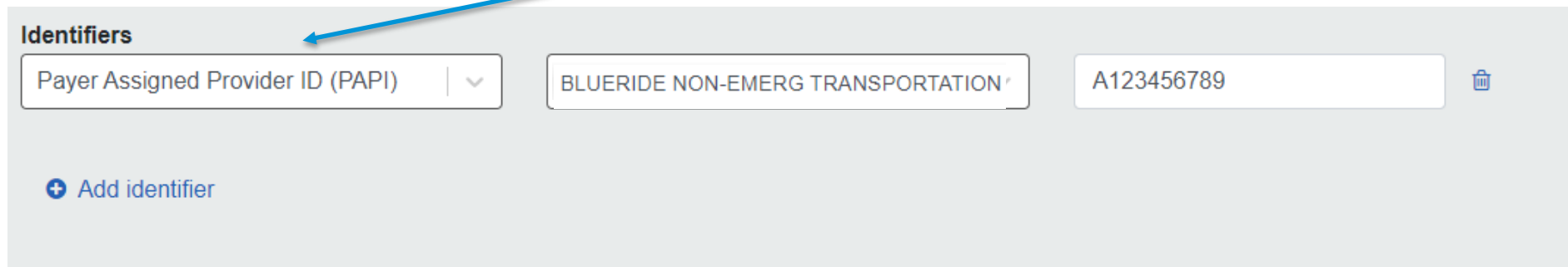- Click "Next" button to continue

Provider Name

Primary Tax ID

Tax ID	Type
123456789	EIN

➕ Add additional Tax ID

Identifiers

➕ Add identifier

Identifiers

| Payer Assigned Provider ID (PAPI) ⌄ | BLUERIDE NON-EMERG TRANSPORTATION⌄ | A123456789 | 🗑 |

➕ Add identifier

Back   Next

MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED

- Add Provider address information.
- Click on "Add an address"
- Address type is defaulted to Physical and Billing Address. Change, as needed.
- Enter address and phone information
- Click "Add Address" button to save
- After all address have been added, click "Next" button to continue

MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED

This is the last step to complete the process.

- Review information presented
- Edit information, as necessary
- Answer the question
- Check the certify box
- Click the "Submit" button to complete

Add Provider   ×

Provider Information — Identifiers — Addresses — Review

Looks like there's a match!

Review all of the information provided below and ensure that everything is correct.

What is the provider's relationship to your organization? (Select one) ❓

○ This provider is a part of my organization
○ This is a third-party not directly affiliated with my organization (example: referred-to provider)

☐ *I certify that this provider's information and relationship to my organization information is correct*

Back   Submit

THANK YOU

For technical support contact Availity 1-800-282-4548 or 1-800-AVAILITY. Or select **Help & Training | Availity Support** for additional Availity assistance.