



# Availity™ Payer Spaces – Reporting On-Demand Online Provider Claim Summaries

Reporting On-Demand is an online application available for registered Availity users to obtain Provider Claim Summary (PCS) information on finalized claims processed by Blue Cross and Blue Shield of New Mexico (BCBSNM), in one central location.\*

Through this application, providers enrolled to receive the Electronic Remittance Advice (ERA) from BCBSIL will have the additional option to view the PCS, which is equivalent to the Electronic Payment Summary (EPS) currently received.

*\* To obtain this information on claims not processed by BCBSNM (i.e., Medicare Crossover Claims), users should contact the appropriate claim processing entity directly (i.e., third party vendors, other carriers, etc.).*

## 1. Getting Started

Go to [availity.com](http://availity.com)

Select [Availity Portal Login](#)

Enter User ID and Password

Select [Log in](#) button

**Note:** Only registered Availity users can access the Reporting On-Demand application.

## 2. Express Entry Set-up

The organization's NPI and Tax ID numbers must both be added to Express Entry for this information to display in the Reporting On-Demand drop-down required fields.

Select [Express Entry](#) from My Account Dashboard

**Note:** This step must be completed by the Primary Access Administrator (PAA).

## 2. Express Entry Set-up (continued)

Expand [Add Provider](#)

Enter NPI number in the [Provider's NPI](#) field

Select [Add Provider](#)

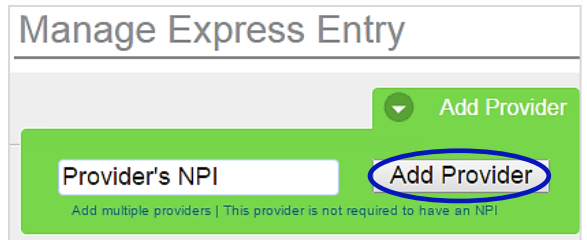
Associated information will return based on the Provider NPI added.

**Note:** The provider name, address, phone and fax numbers may be changed by selecting the [Edit](#) option.

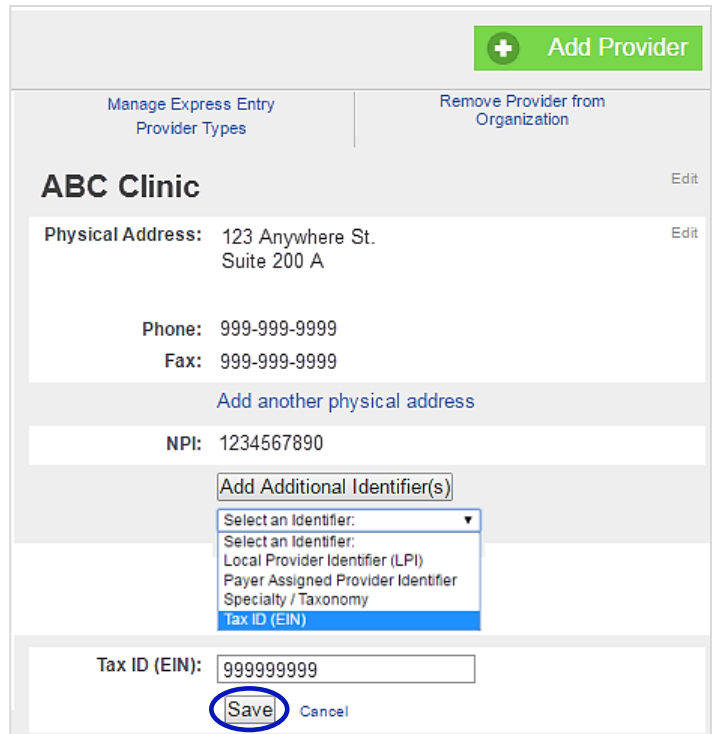
Select [Add Additional Identifiers](#)

Choose [Tax ID \(EIN\)](#) from drop-down menu

Enter Tax ID and select [Save](#)



The screenshot shows the top portion of the 'Manage Express Entry' form. At the top right is a green button with a downward arrow and the text 'Add Provider'. Below this is a white input field labeled 'Provider's NPI'. To the right of this field is another green button with the text 'Add Provider', which is circled in blue. Below the input field is a small note: 'Add multiple providers | This provider is not required to have an NPI'.



The screenshot shows the 'ABC Clinic' provider details form. At the top right is a green button with a plus sign and the text 'Add Provider'. Below this are two tabs: 'Manage Express Entry Provider Types' (selected) and 'Remove Provider from Organization'. The main content area displays the provider name 'ABC Clinic' with an 'Edit' link. Below this is the 'Physical Address' section, showing '123 Anywhere St. Suite 200 A' with an 'Edit' link. Further down are fields for 'Phone: 999-999-9999' and 'Fax: 999-999-9999', followed by a link to 'Add another physical address'. The 'NPI' field contains '1234567890'. Below the NPI field is a section for 'Add Additional Identifier(s)' with a dropdown menu. The dropdown menu is open, showing options: 'Select an Identifier:', 'Local Provider Identifier (LPI)', 'Payer Assigned Provider Identifier', 'Specialty / Taxonomy', and 'Tax ID (EIN)'. The 'Tax ID (EIN)' option is selected. Below the dropdown is a text input field for 'Tax ID (EIN):' containing '999999999'. At the bottom are two buttons: 'Save' (circled in blue) and 'Cancel'.

## 3. Accessing Availity Payer Spaces

Select [Payer Spaces](#) from the top menu

Select [Blue Cross and Blue Shield of New Mexico](#)



## 4. Accessing Reporting On-Demand from Payer Spaces

In the BCBSNM Payer Spaces area, select the tab for [Applications](#) and then [Reporting On-Demand](#).

The screenshot shows a navigation bar with three tabs: 'Applications', 'Resources', and 'News and Announcements'. The 'Applications' tab is active. To the right, there is a 'Sort by' dropdown menu set to 'A-Z'. Below the navigation bar, a card titled 'Reporting On-Demand' with a heart icon contains the text: 'View, print or download your Provider Claim Summary (PCS) and/or other types of provider reports.'

**Note:** Contact your Primary Access Administrator (PAA) if Reporting On-Demand is not available

## 5. Generating your Provider Claim Summaries

Complete the required fields to obtain results. The appropriate Tax ID and Billing and/or Rendering NPI numbers are required to locate requested claim summaries.

**Note:** Required fields are indicated by red asterisks.

Select [PCS – Provider Claim Summary](#) from Report Type

Choose provider [Organization](#)

**Note:** The provider Tax ID and NPI must both be added to Express Entry for the organization to display in the drop-down

Choose [Tax ID](#) and [NPI](#) from drop-down options

Enter dates in [Search Start and End Date](#) fields

**Optional** - Select the check box below to expand the search period by 30 days before and after

Input [Check Number](#) to locate a specific PCS

The screenshot shows the 'Report Application' form. At the top right is the BlueCross BlueShield of New Mexico logo. The form contains the following fields:

- Report Type**: A dropdown menu with 'PCS - Provider Claim Summary' selected.
- Organization**: A dropdown menu with 'HCSC Payer Spaces' selected.
- Tax ID**: An empty text input field.
- NPI**: An empty text input field.
- Search Start Date**: A date picker set to '12/06/2016'.
- Search End Date**: A date picker set to '12/06/2016'.
- Search Options**: A checked checkbox for '- / + 30 days period'.
- Check Number**: A text input field with the placeholder 'Enter Check Number'.


At the bottom right, there are 'Reset' and 'Submit' buttons.

## 6. Reviewing Results

Provider Claim Summaries that meet the search criteria will be displayed. Select the appropriate summary by choosing the checkbox next to the PCS date and click the [Download](#) button. This will download the summary in a PDF format to view, print or save to a file.

[Home](#) > [Blue Cross Blue Shield of New Mexico](#) > [Reporting](#)

# Report Summary



**Provider Claim Summary**  
Provider Name :  
Tax ID :                      NPI :

▲ Report Date	Check Number	Pages	Select All
12-02-2016	N26494	3	<input type="checkbox"/>
12-05-2016	E73538	1	<input checked="" type="checkbox"/>
12-06-2016	E15280	1	<input type="checkbox"/>
12-06-2016	E73656	11	<input type="checkbox"/>
12-07-2016	E73772	5	<input type="checkbox"/>
12-08-2016	E73887	1	<input type="checkbox"/>
12-09-2016	E74000	3	<input type="checkbox"/>
12-12-2016	E74115	4	<input type="checkbox"/>
12-13-2016	E74231	5	<input type="checkbox"/>
12-14-2016	E74343	2	<input type="checkbox"/>

← Previous      Page 1 of 2    first   ←   **1**   2   →   last      [Download](#)

## 6. Reviewing Results *(continued)*

After selecting **Download**, save or print the file on-demand.




Downloading in **Google Chrome**:

- Select **Open** to view immediately
- Click **Show in Folder** to locate where the file was saved

Downloading in **Internet Explorer**:

- Select **Open** to view immediately
- Click **Save** to save the PCS to a specific area

Below is an example of the Provider Claim Summary received through this application.

 <b>BlueCross BlueShield of New Mexico</b>		<b>PROVIDER CLAIM SUMMARY</b>	
		DATE: 06/01/16 PROVIDER NUMBER: 1234567890 CHECK NUMBER: E12345678 TAX IDENTIFICATION NUMBER: 987654321	
<b>BEACH SIDE PEDIATRICS</b> <b>PO BOX 123</b> <b>SUNNY VIEW MT 12345-1234</b> 			
			
ANY MESSAGES WILL APPEAR ON PAGE <b>2</b>			
PATIENT: M MONROE PERF PRV: 1234567890 CLAIM NO: 0000123456789123X		IDENTIFICATION NO: 123456-123456789 PATIENT NO: 98765432	
<b>FROM / TO</b> <b>DATES</b>	<b>PROC</b> <b>PS** PAY CODE</b>	<b>AMOUNT</b> <b>BILLED</b>	<b>AMOUNT DEDUCTIONS/OTHER</b> <b>PAID INELIGIBLE</b>
05/25 - 05/25/15	01 NOF 99232	<u>176.00</u> 176.00	<u>7.06</u> 7.06
		<u>63.55 ( 2 )</u> 63.55	<b>SERVICES</b> <b>NOT COVERED</b> <u>105.39 ( 1 )</u> 105.39
<b>AMOUNT PAID TO PROVIDER FOR THIS CLAIM:</b>		<b>\$7.06 MEDICARE CROSSOVER CLAIM</b>	
<b>CONTRACT COINSURANCE; PORTION ELIGIBLE FOR PAYMENT BY ANOTHER CARRIER/MEDICARE:</b>		<u>63.55</u>	
		<b>DEDUCTIONS/OTHER INELIGIBLE:</b> <u>\$63.55</u>	
		<b>TOTAL SERVICES NOT COVERED:</b> + <u>105.39</u>	
		<b>PATIENT'S SHARE:</b> <u>\$7.06</u>	

**Questions?** Email the Provider Education Consultants at [pecs@bcbsnm.com](mailto:pecs@bcbsnm.com).

*Be sure to include your name, direct contact information, Tax ID or Billing NPI.*