



2kleanClaims Availity Claim Submission Guide

Once claims have been generated in Lytec or Medisoft, and converted to the ANSI format on www.2kleanClaims.com they are ready to be uploaded to Availity.

This only applies to claims for insurance carriers who are on Availity's approved Payer List. To verify Availity will accept a particular insurance carrier go to www.Availity.com Scroll to the bottom and click the [Availity EDI Guidelines](#) link, then click on the [Availity EDI Clearinghouse Health Plans List](#) link.

(1) Start off by going to www.Availity.com, and clicking "Registered Users Login"



(2) After clicking "Registered Users Login", you will be prompted for your Username and Password. If your login does not work call Availity at 1-800-282-4548.

(3) The next screen will have any current news items, which may or may not apply to you, if you think any of those items do click “**View**”, otherwise click “**Next**” to continue.

Welcome to Availity's **Broadcast Messaging** System. This system will periodically deliver news and information, including exciting new features available on Availity.com.

View IMPORTANT Changes to the E&B Inquiry Transaction

Next Click here to exit the Broadcast Messaging System

Please note: Each Broadcast Message is only available for a short period of time. Read each one as soon as you receive this notification.

(4) After clicking “**Next**”, click on “**EDI File Management**” to expand the menu, and then click “**Send and Receive EDI Files**”

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Patients. Not Paperwork.

Monday, July 23, 2007
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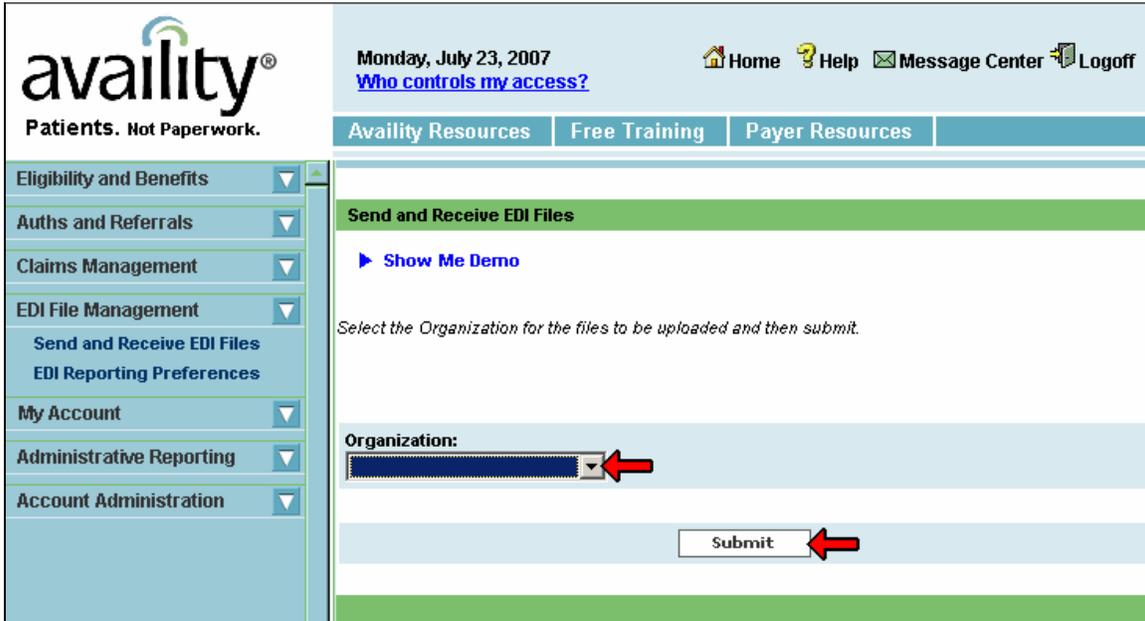
[Availity Resources](#) [Free Training](#) [Payer Resources](#)

Availity Home Page

Announcements - July 23, 2007

- Check Out **What's New on Availity** - View the Latest Enhancement
- Happy July 4th! The [July issue](#) of the Availity e-Focus newsletter you! ([Archive](#) | [Problems?](#))
- **Availity Free Training This Week: Eligibility & Benefits Inquiry**
Availity recently made significant enhancements to the E&B transaction, increasing the amount of information you need to enter and the enhanced, interactive interface.
- **The NPI Compliance Date is here: 5/23/07!** View Availity's [Contin...](#)

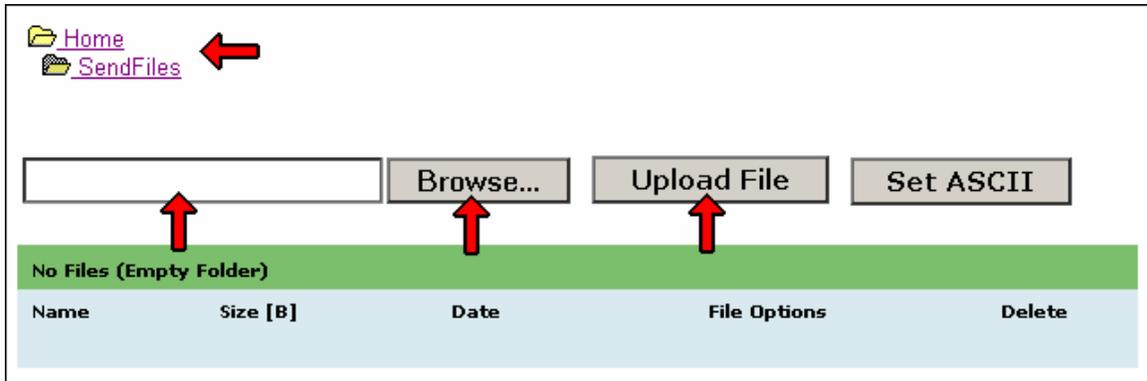
(5) After clicking “**Send and Receive EDI Files**”, ensure the correct Organization is selected, then click “**Submit**”.



(6) After clicking “**Submit**” you will come to the following options. Again you can check any current news items by following the “**Announcements**” link. After 24-48 hours you can check under “**ReceiveFiles**” for a full response on the claims status. To upload claims to Availity click on “**SendFiles**”.

Files				
Name	Size [B]	Date	File Options	Delete
Announcements		May 16 15:49		
ReceiveFiles		Jul 22 1:18		
SendFiles		Jul 21 1:29		

(7) After clicking “SendFiles” click on “Browse” (and locate the file you want to upload). Once the file/path appear in the box to the left of the Browse button, click the “Upload File” button.



(8) Again after 24-48 hours you can check under “ReceiveFiles” for a full response on the claims status.