

Availity Overpayments for Humana Providers

Use this application to view, dispute, resolve claim overpayments, and more.

better information. better insights. better outcomes.

Review this first, please

INFORMATION EXCHANGE AND ACCESS

When you use the Availity Portal, results and data come from payer systems. Results can vary by payer, plan, product, member, and your user permissions.

COMPLIANCE

In training, screen images and demonstrations are from a demo environment containing pre-loaded generic, de-identified information.

Important! It is a violation of HIPAA regulations to share credentials to a system that contains PII/PHI. Please do not share an Availity user ID with others.

ACCESS

Your organization's Availity administrator sets up your user ID and assigns permissions.

INTERNET BROWSER

Availity supports Google Chrome, Mozilla Firefox[®], and Internet Explorer 11[®] (or higher). Be sure to allow pop-ups from Availity and clear your temporary internet files often.

ALLOW POPUP WINDOWS

- apps.availity.com
- www.availity.com
- https://availitylearning.learnupon.com
- Any third-party websites accessed from the Availity Portal such as a payer's website.

Note: Also allow JavaScript and allow images to load automatically.



Overpayment definition

An overpayment is any payment that a provider receives in excess of the amount payable for a service rendered.





Do you have all the permissions that you need?

To use the overpayments application, your organization's Availity administrator must assign the **Claim Status** role to your user account.

Contact your administrator(s) to get more or different permissions.

HIGHLIGHTS AND INSIGHTS

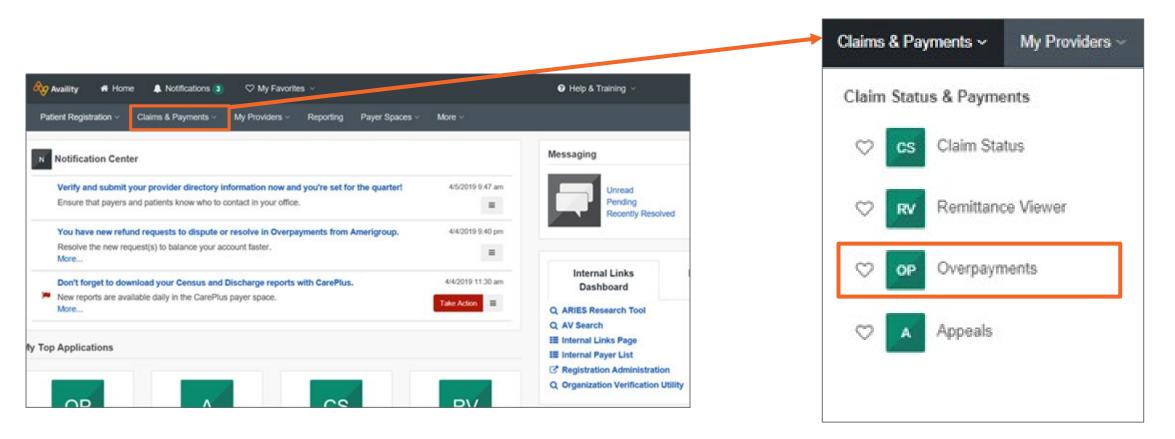
In **My Account Dashboard**, click **My Administrators** to find administrators for your business. Be sure to allow pop-ups from Availity sites.





After viewing the demo, you should better understand:

How to Access the Overpayment Application in the Portal





After viewing the demo, you should better understand:

The **Five Statuses** in the process cycle of the application





After viewing the demo, you should better understand:

How to use the **Summary Screen** to manage inventory

👓 Overpayı	ments						Give Feedb	Actions -
Search By				0	rganization		Sort By	
Payer	 Select a P 	ayer	-		All Organizations	•	Last Update Date: Newest to Oldest 🔻	
Filters: × PAYER: HUMANA								
Results - Active				Results - Resolv	ed/Closed			
22	12	6	4	6	4			
Total Active	Action Required	Inquired	Disputed	Total Resolved				
\$83,740.25	\$52,533.89	\$25,234.84	\$5,971.52	\$21,068.67	\$217.28			ſ
	ments New Today:	0 Overpayments						=
Humana.								
-		0033 PATL2033 Accounting C TESTING PC TESTING		lapsed: 232				
Claim & Audit Numbe		Payment Info		Dates of Service	Patient Inforn	nation	Overpayment Amounts	
Claim - 1777	-	Check #: 107		09/05/2018 - 09/07/2018	PATF20033 PA	TL2033	Overpayment: \$5,001.22	
Audit - Not Available		Check Amt: No 11/01/2018	ot Available		Account #PATA	ACCT20033		

After viewing the demo, you should better understand:

That each overpayment is represented by a **Unique Card**

	 -	_	-	-
-	п	п	п	п

Disputed - Provider Response Submitted, Invoice #7557 for PATF20033 PATL2033 Accounting Date: 03/24/2019 • Last Update: 04/11/2019 • Days Elapsed: 39

PC TESTING

Claim & Audit Number Claim - 7557 Audit - Not Available Payment Information Check #: 107 Check Amt: Not Available 11/01/2018 Dates of Service 09/05/2018 - 09/07/2018 Patient Information PATF20033 PATL2033 Account #PATACCT20033 Overpayment Amounts Overpayment: \$5,001.22

Assign to User

Summary view of the overpayment card

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After viewing the demo, you should better understand:

How to work an overpayment using the **Detail View**

Humana

Disputed - Provider Response Submitted, Invoice #7557 for PATF20033 PATL2033 Accounting Date: 03/24/2019 • Last Update: 04/11/2019 • Days Elapsed: 39

PC TESTING

Claim & Audit Number
Claim - 7557
Audit - Not Available

Claim Information

Allowed Amount:

Notes TESTING

Assign to User

Conversation

Attachments

Letters

Overpayment Reason 024 - BILLING ERROR Line of Business

Payment Information

Check Amt: Not Available

Check #: 107

11/01/2018

Provider Identifiers NPI - 100 Tax ID - 430

Dates of Service

09/05/2018 - 09/07/2018

Patient Information PATF20033 PATL2033 Account #PATACCT20033 DOB 12/27/1946 Subscriber ID - H42946

Medical Record Request

Overpayment Amounts Overpayment: \$5,001.22

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After viewing the demo, you should better understand:

How to use the Messaging functionality in the application

Conversation	Attachments MRM Letters	
		RESOLVED by 02/27/2019 2:41PM
	UNQUIRED by Other User on 03/26/2019 10:09AM	
		Inquiry - testing for returns and more returns - and more of these things ~ wow how great is this \$ ok I am done now
	Other User 03/26/2019 10:09AM	
		Proof from your MR Tool that disputes/records were received by Humana. Please review again\nRequest Open 08/26/2018 11:09:20 AM \n Notification 08/27/2018 06:27:00 AM \n Notification 09/25/2018 05:56:00 PM \n Medical Record Received 10/11/2018 08:32:00 PM \n Medical
	generic AV Tester 03/29/2019 2:41PM	Record Received 10/16/2018 05:49:00 PM \n Medical Record Received 12/27/2018 05:46:00 AM



After viewing the demo, you should better understand:

How to upload and access Attachments in the application

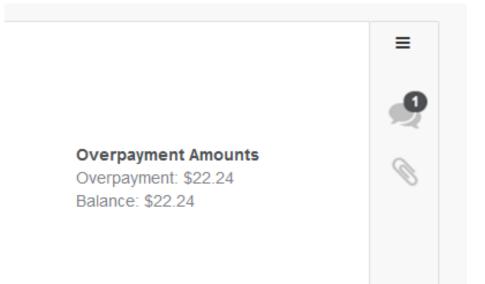
Conversation Attachments								
File Name	Status	Upload Date	Document Type	Actions				
Remit 000125853 2113161 (7 KB)	RECEIVED	6/15/2019 1:44 PM	Non-Medical	Download				
Medical Records (20 KB)	IN PROGRESS	6/19/2019 10:16 AM	Medical	Download				
TestDocument (20 KB)	IN PROGRESS	6/19/2019 10:16 AM	Non-Medical	Download				
Certificate (402 KB)	IN PROGRESS	6/19/2019 10:16 AM	Non-Medical	Download				
📓 Image file (162 KB)	IN PROGRESS	6/19/2019 10:16 AM	Medical	Download				
Add Attachment								



After viewing the demo, you should better understand:

The other Key Features

Help 8	k Training 🗸	٩	Marty's Ac	count		Logout
			(Keywo	ord Sea	rch Q
Need He	elp? Watch a dem	no for	Overpaym	ents.		
	Give Feedbac	k	Actions	•		
Exp	ort Overpayment	ts Sur	mmary (.cs	v)		





Status Bars

You can always find these definitions and much more from Help & Training | Get Help

Black indicates Action Required.

The overpayment is new, and no action has been taken on the overpayment.

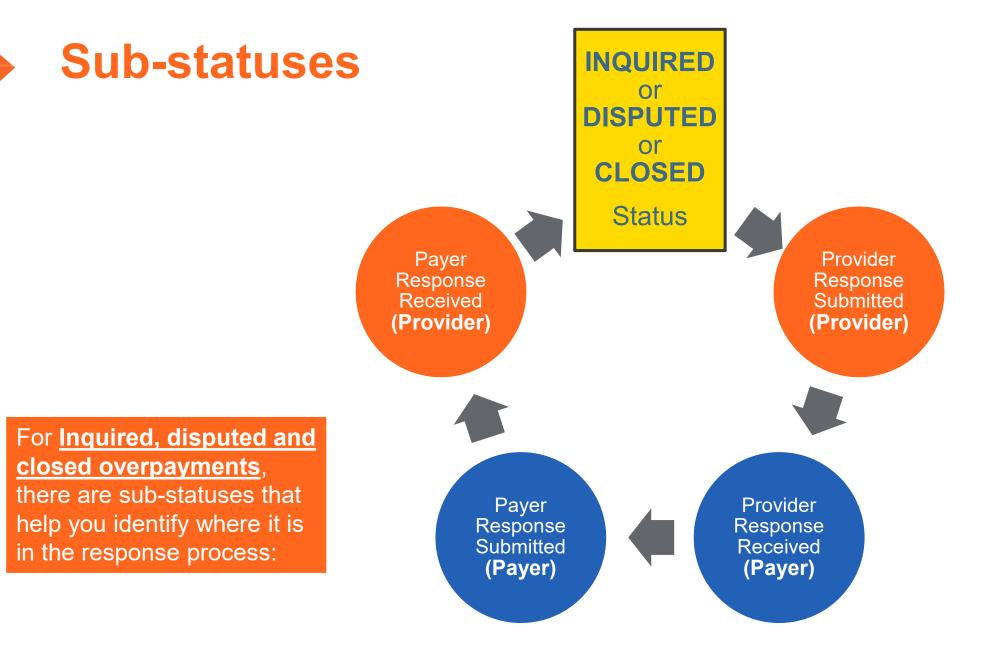
Blue indicates **Inquired**.

The provider has requested more information about the overpayment from the payer.

Yellow indicates **Disputed**. The provider has disputed the overpayment with the payer.

Green indicates **Resolved**. The provider has resolved the overpayment with the payer.

Gray indicates **Closed**. The payer has closed the overpayment.

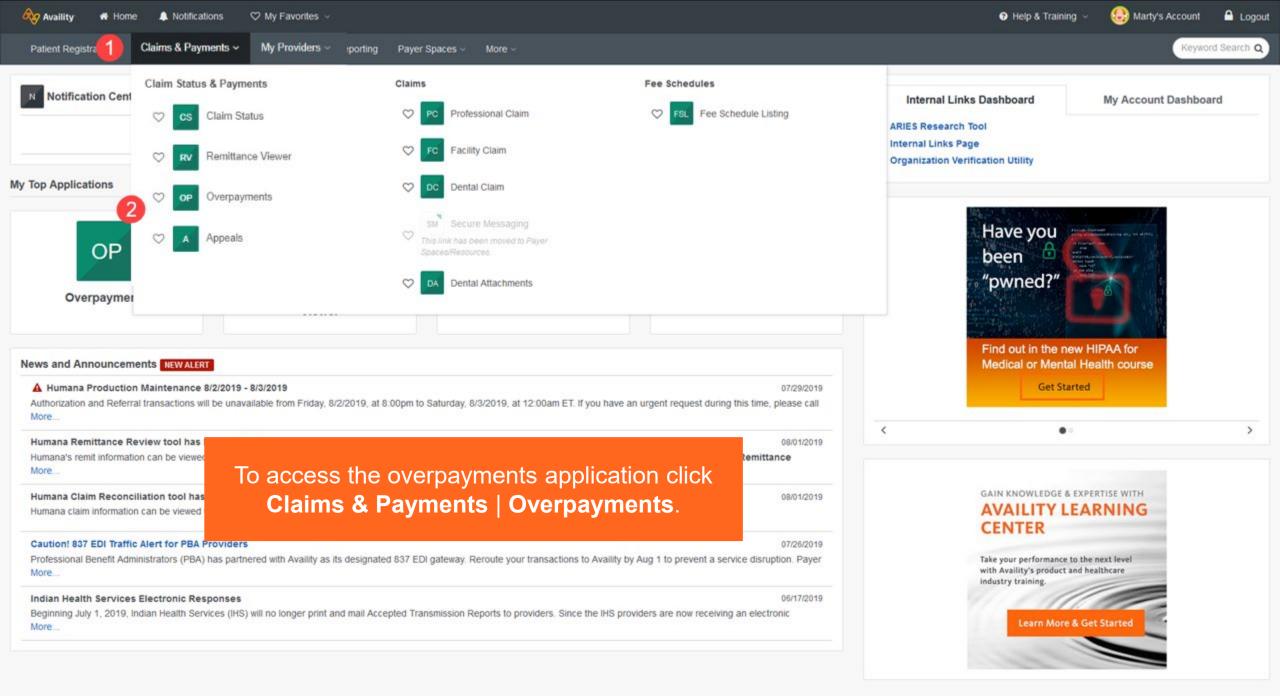


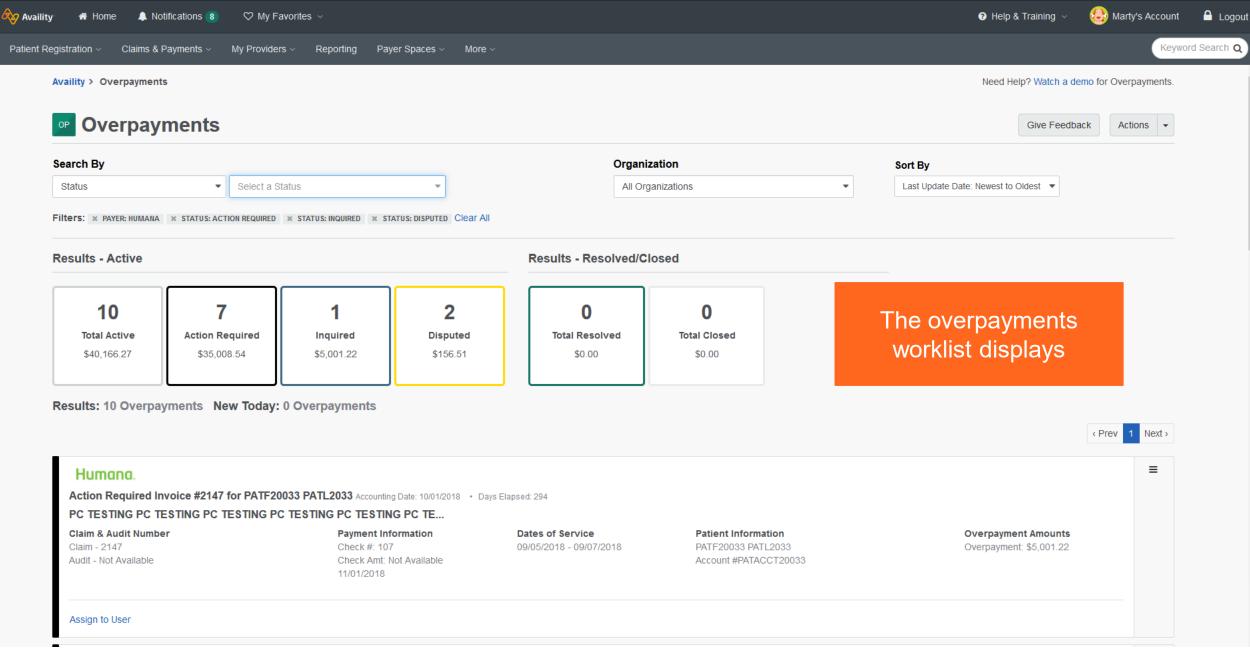


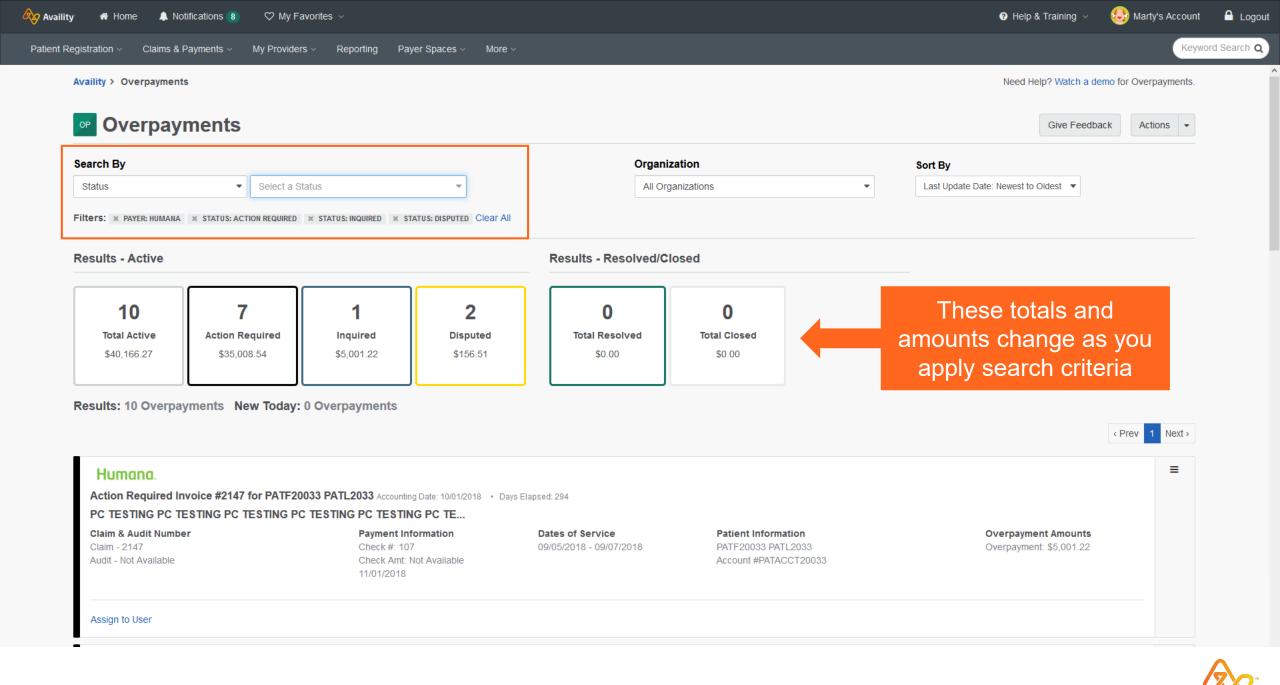
Status	Sub-status	Description
Action Required	N/A	New overpayment. No action taken yet; therefore, no sub-status exists.
Inquired	Provider Response Submitted Provider Response Received Payer Response Submitted Payer Response Received Under Payer Manager Review	 Provider requested more information. The sub-statuses help identify where the overpayment is in the response process: Provider Response Submitted – provider submitted response to the payer. Provider Response Received – payer received the provider's response. Payer Response Submitted – payer submitted a response to the provider. Payer Response Received – provider received the payer's response. Overpayment placed in review for payer manager (by payer)
Disputed	Provider Response Submitted Provider Response Received Payer Response Submitted Payer Response Received Under Payer Manager Review	 Provider disputed the overpayment. The sub-statuses help identify where the overpayment is in the response process. Provider Response Submitted – provider submitted response to the payer. Provider Response Received – payer received the provider's response. Payer Response Submitted – payer submitted a response to the provider. Payer Response Received – provider received the payer's response. Overpayment placed in review for payer manager (by payer)
Resolved	Agree - Refund Agree - Offset	 Provider resolved the overpayment with the payer. Agree - Refund means the provider will be sending the payer a check for the overpayment amount. Agree - Offset means the overpayment amount will be recouped from a future payment.
Closed	Provider Response Submitted Provider Response Received Payer Response Submitted Payer Response Received	 The overpayment is closed and no further action is required. Additional messages can be sent from provider and payer. New Update badge will display on the receiver's side.

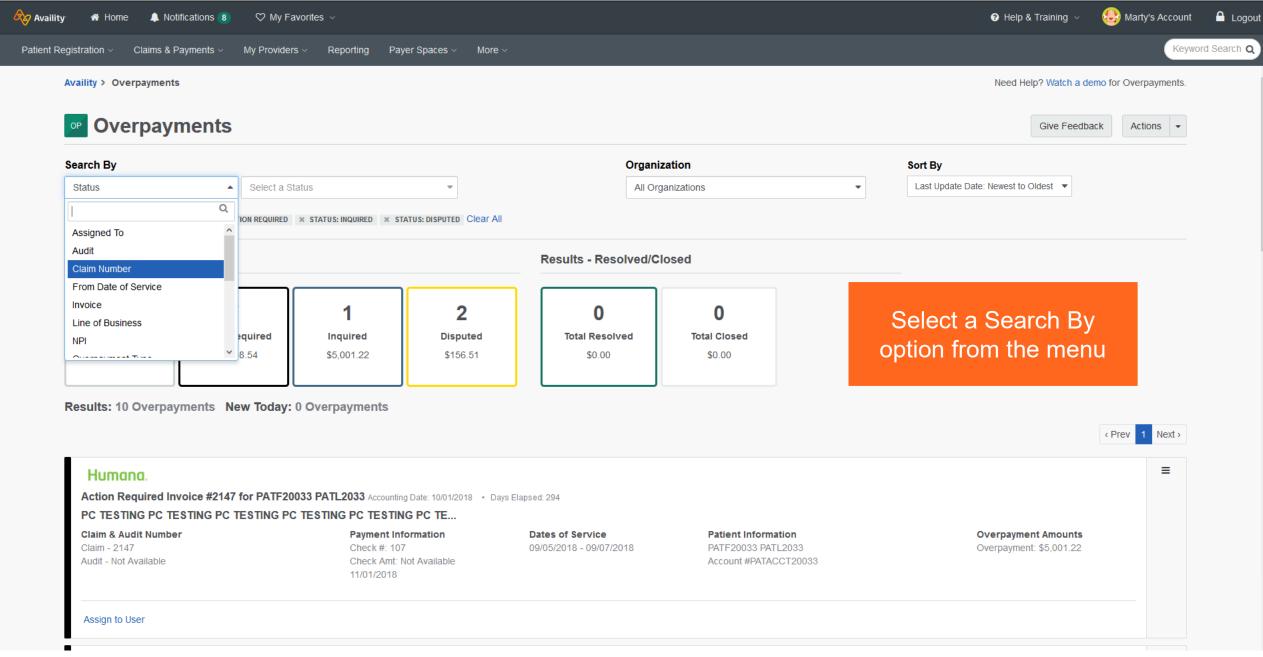


DEMONSTRATION

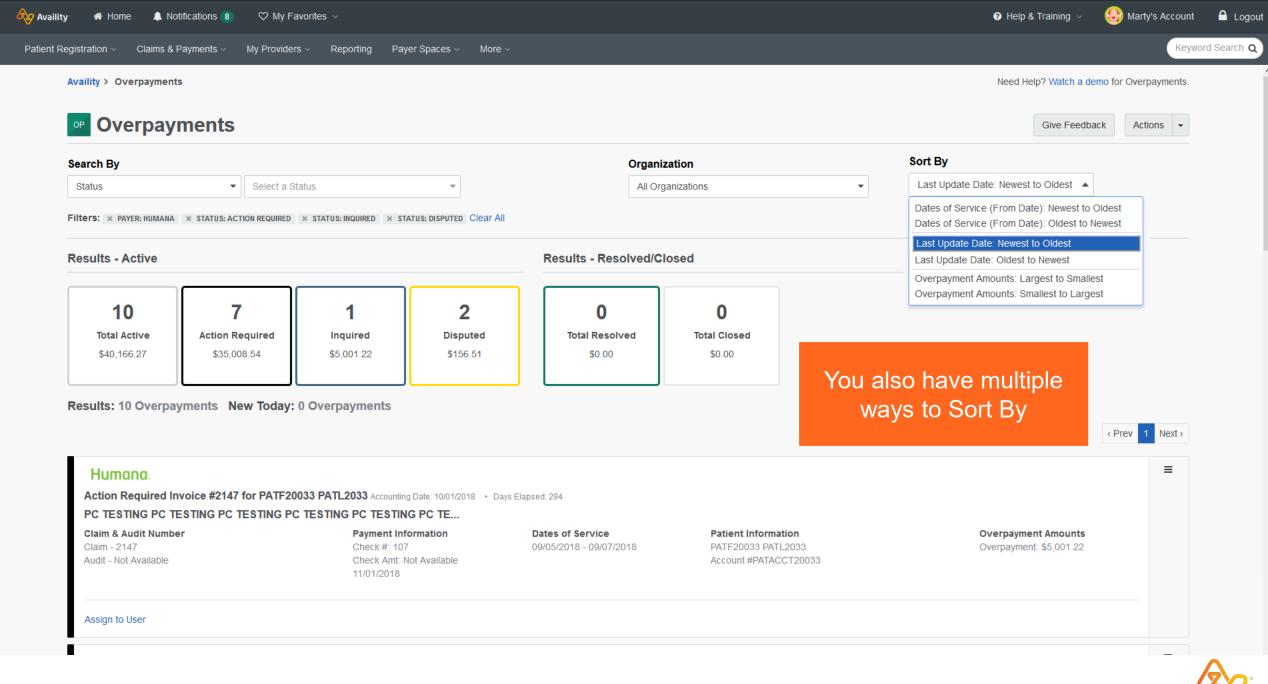












Humana

Disputed - Provider Response Submitted, Invoice #7557 for PATF20033 PATL2033 Accounting Date: 03/24/2019 • Last Update: 04/11/2019 • Days Elapsed: 39 PC TESTING

Claim & Audit Number	Payment Information	Dates of Service
Each overpayment is	displayed as a c	ard ^{3 - 09/07/2018}
and provides a summ	hary in the worklis	st view.

Assign to User

Humana

B3 Accounting Date: 10/01/2018 • Last Update: 04/11/2019 • Days Elapsed: 39

You also have the ability to Assign the Overpayment to yourself by clicking on the 'Assign to me' link.

Dates of Service 09/05/2018 - 09/07/2018

Patient Information PATF20033 PATL2033 Account #PATACCT20033

rmation

PATL2033

FACCT20033

Patient Information

PATF20033 PATL2033

Account #PATACCT20033

Assign to User

Humana. (New Updates) Resolved - Agree - Offset, Invoice #7322 fo PC TESTING Claim & Audit Number Claim - 7322 Audit - Not Available

Assign to User



Also, a **New Updates** badge displays when the status is changed by the payer or if a new message is received.

And, a **New** badge displays on the Action Required status for 24 hours after they appear in the Overpayment application.

Action Required Invoice #YOLO2664Humana for YOLO2664HumanaFN YOLO2664HumanaLN Accounting Date: 10/01/2018 · Days Elapsed: 232

Daymont Information

PC TESTING PC TESTING PC TESTINGP

Claim & Audit Number

Dates of Service

Patient Information

Overnavment Amounte

A message icon

overpayments that

have messages. A

badge or counter,

displays on

next to the

message icon

number of new

The attachment

icon (paper clip)

overpayments that

have attachments.

identifies the

messages.

displays on



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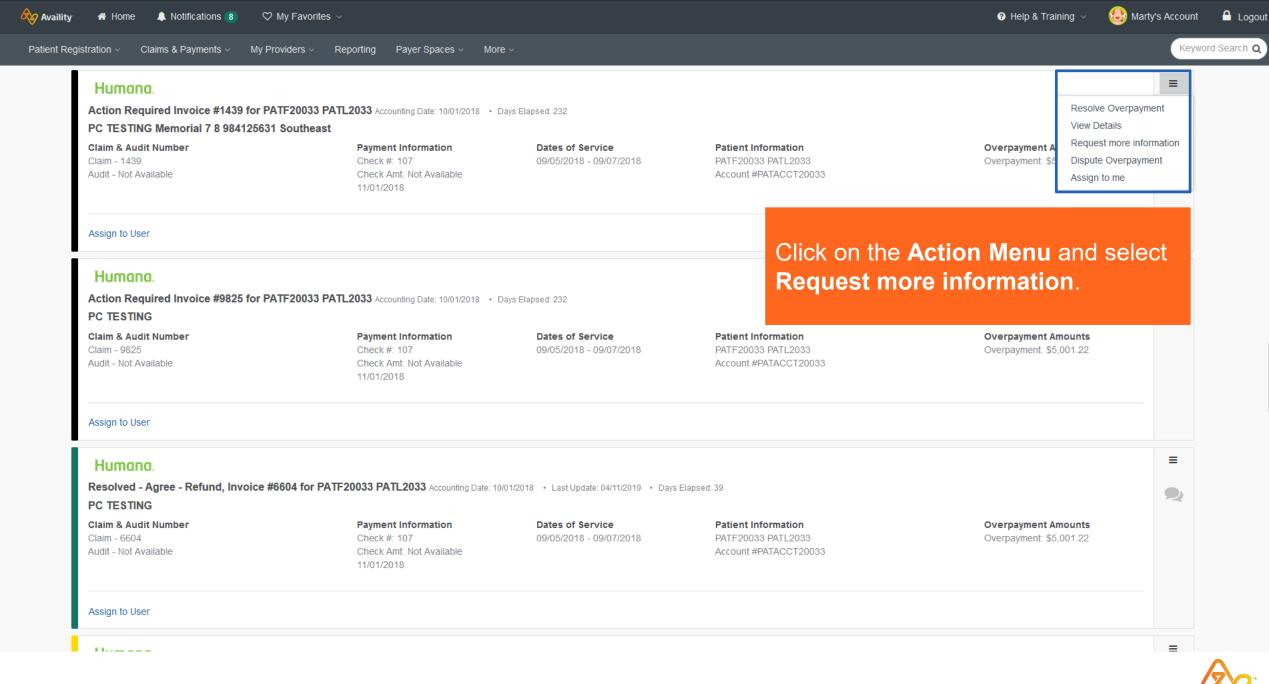
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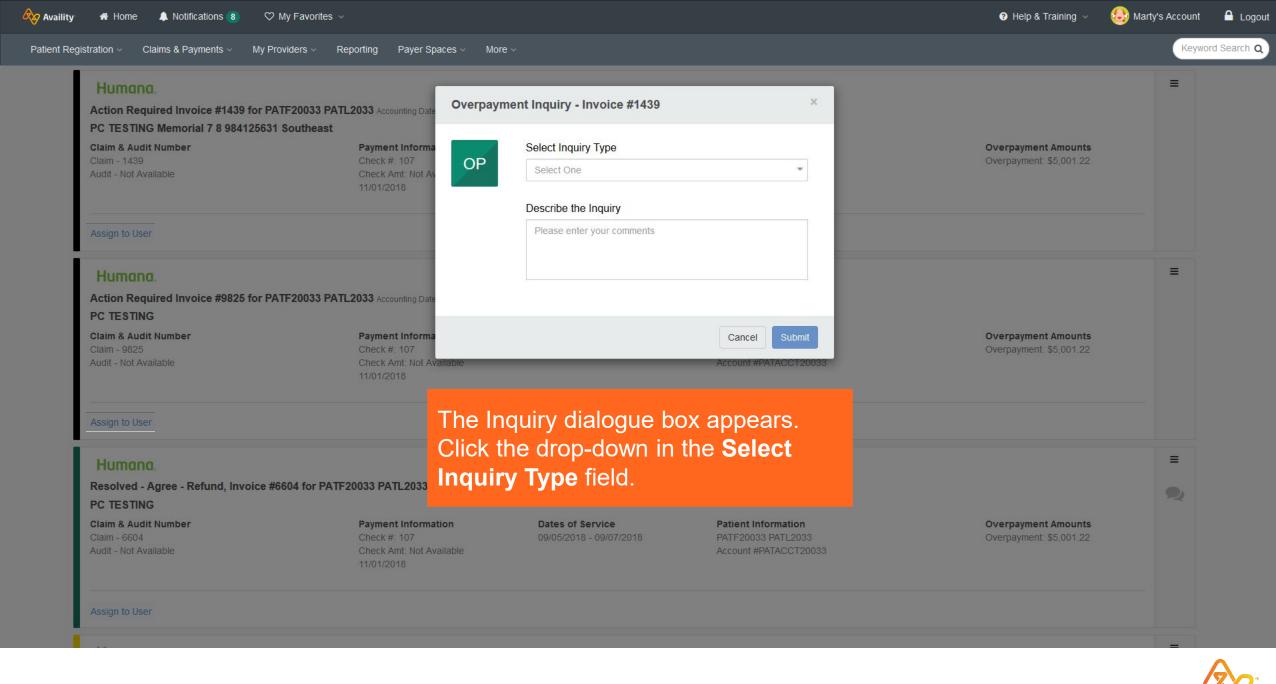
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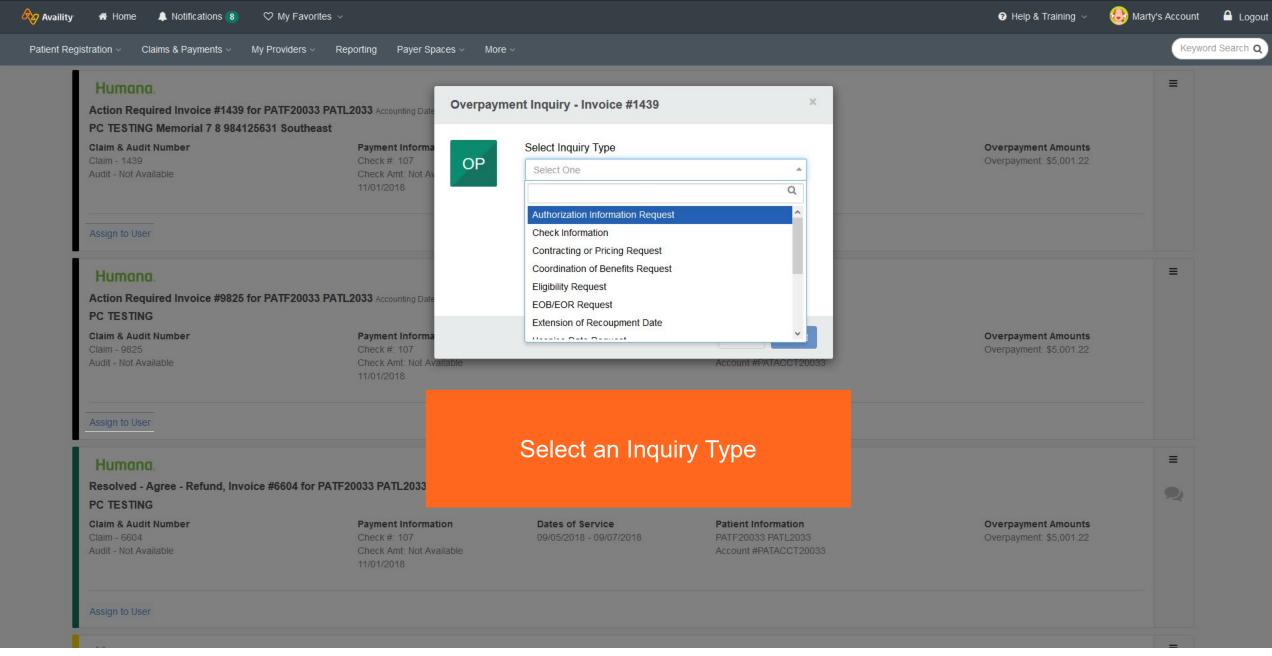
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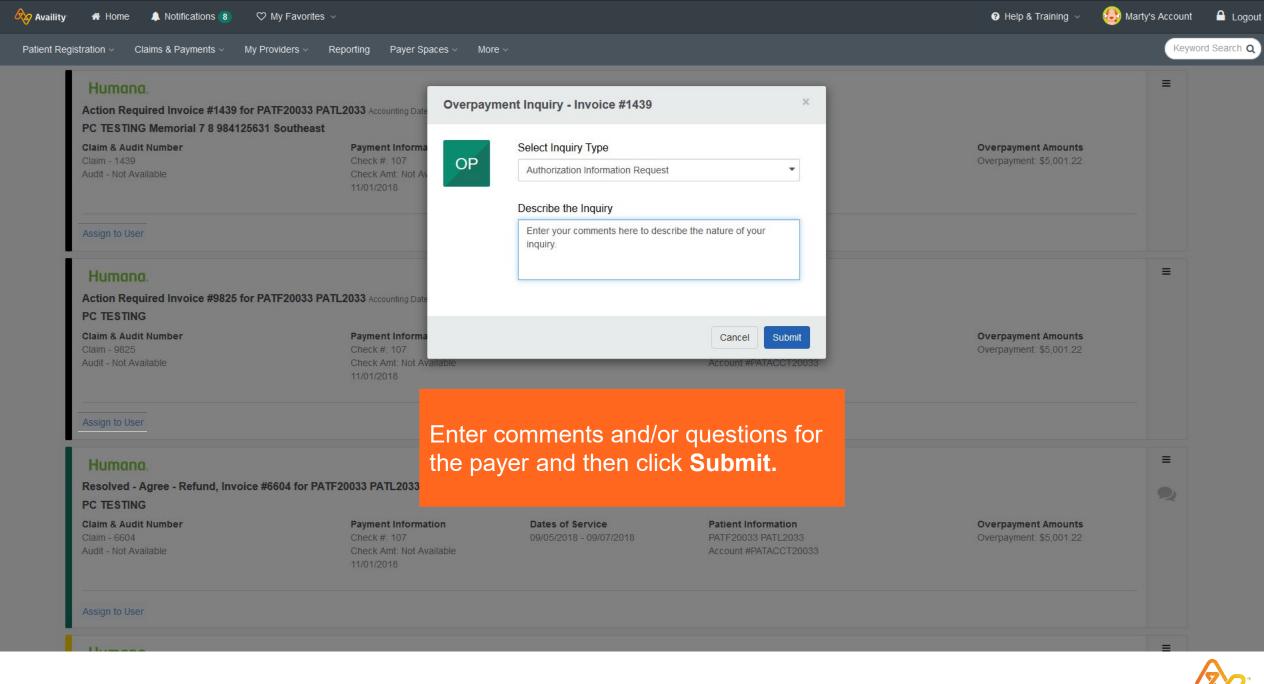
Request more information











🖧 Availity 🖷 Home 🜲 Notifications 10 🛛 🏷 My Favorites

Patient Registration ~

😯 Help & Training 🗸 🛛 😫

Keyword Search Q

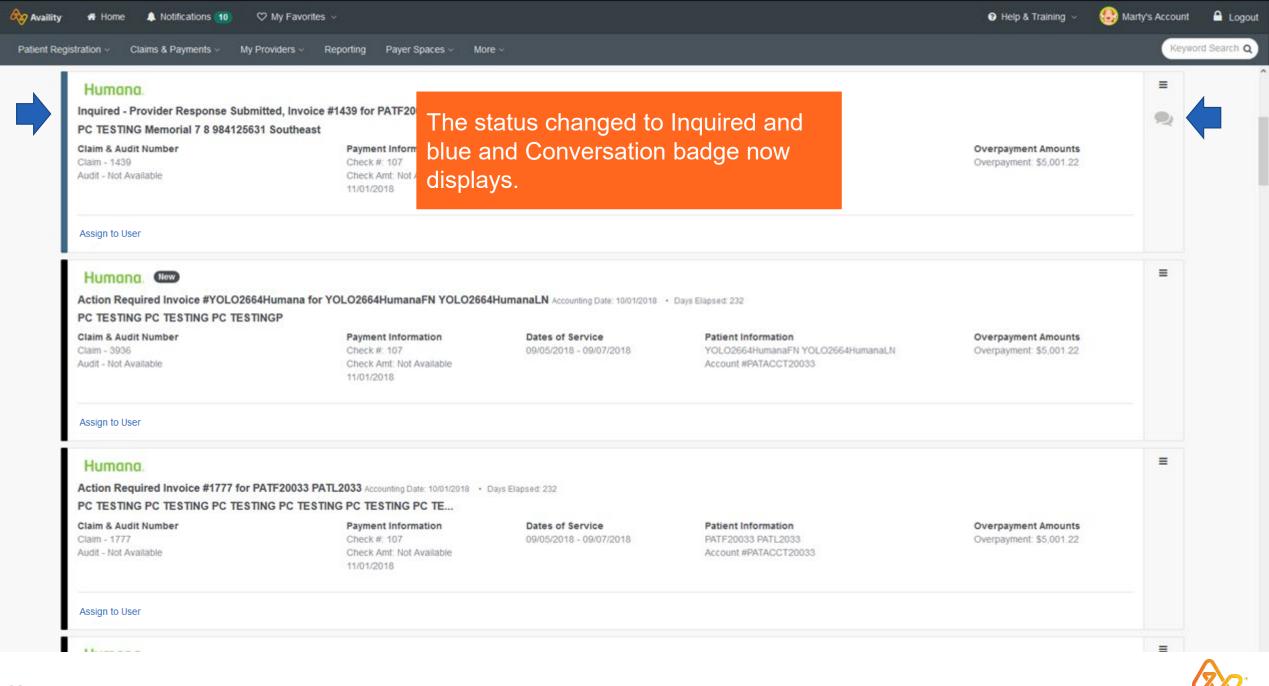
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My Providers ~ Claims & Payments ~ Reporting Payer Spaces v More . Humana × Success! Inquired - Provider Response Submitted, Invoice #1439 for PATF200 PC TESTING Memorial 7 8 984125631 Southeast Claim & Audit Number Payment Informa **Overpayment Amounts** Your inquiry was successfully sent to the payer. Check #: 107 Overpayment \$5,001.22 Check Amt: Not A This changed the status of your overpayment to "Inquired". You can review the status of all of your overpayments from the worklist. Close Humana. Action Required Invoice #9825 for PATF20033 PATL2033 Accounting Date 10/01/2018 • Days Elapsed 232 PC TESTING Claim & Audit Number Payment Information **Dates of Service Overpayment Amounts** Patient Information Check # 107 Account #PATACCT20033 A success message displays. The status of the overpayment will change Humana. to Inquired. Resolved - Agree - Refund, Invoice #6604 for PATF20033 PATL2033 PC TESTING Claim & Audit Number Payment Information **Overpayment Amounts** Dates of Service Patient Information Check #: 107 Overpayment \$5,001.22 Audit - Not Available Account #PATACCT20033



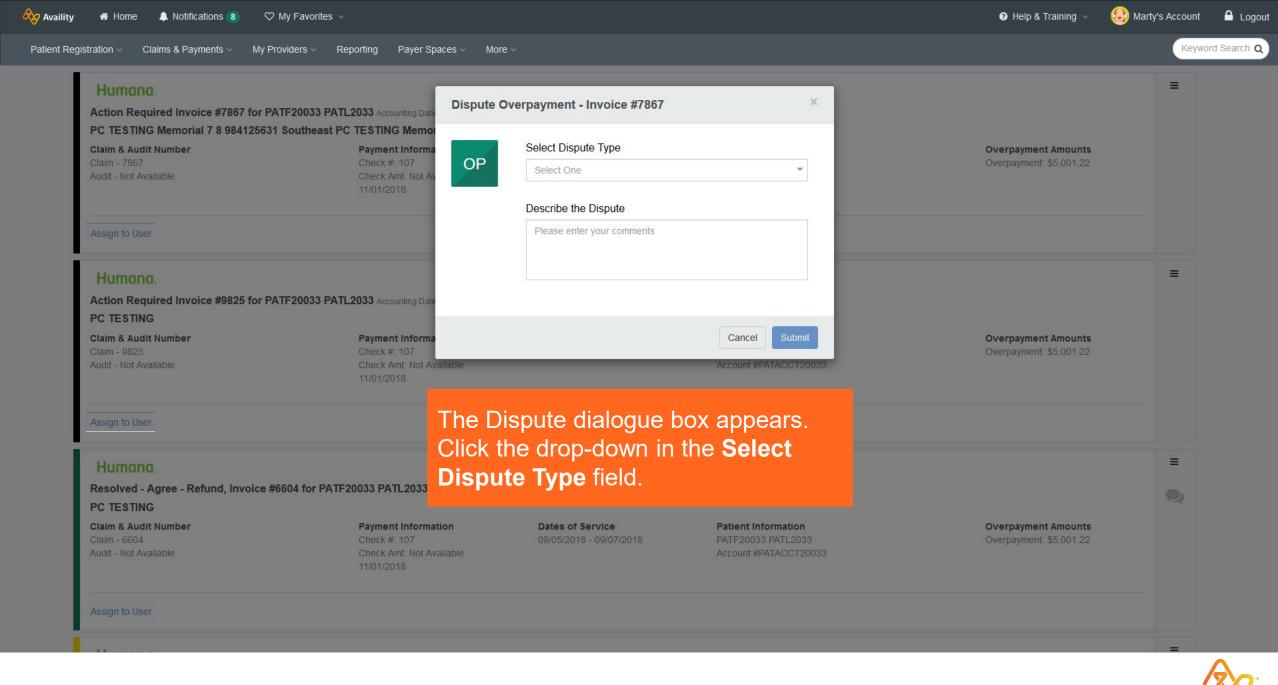


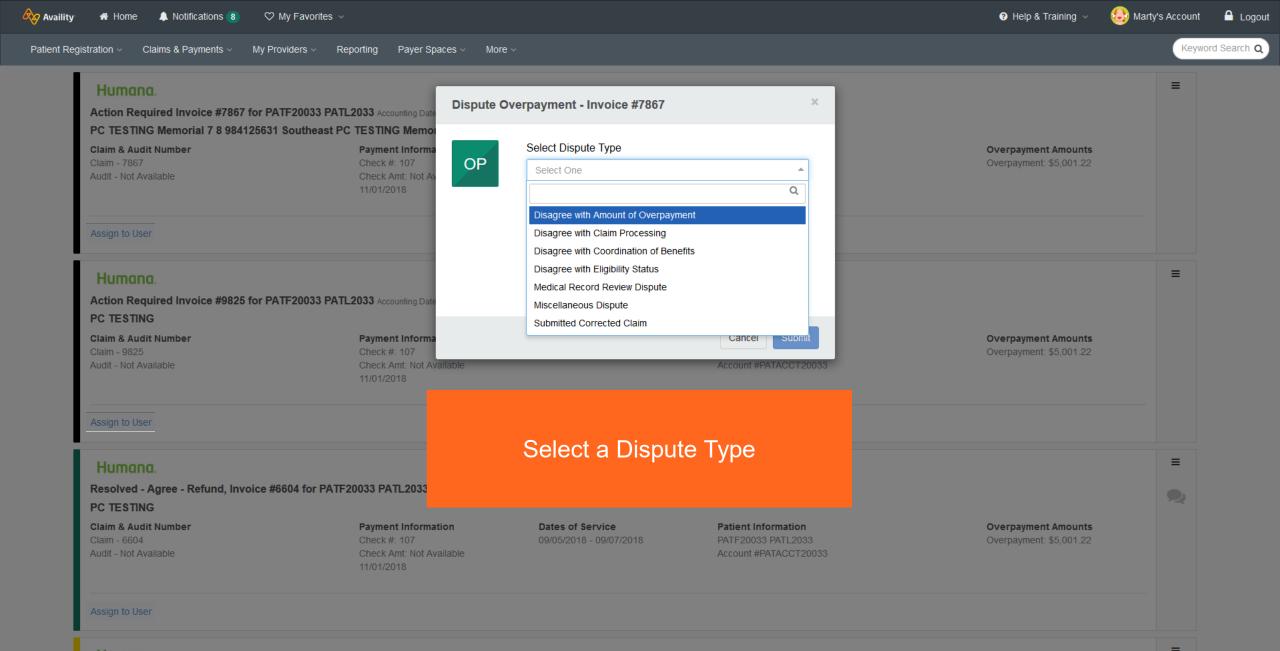
Dispute an overpayment

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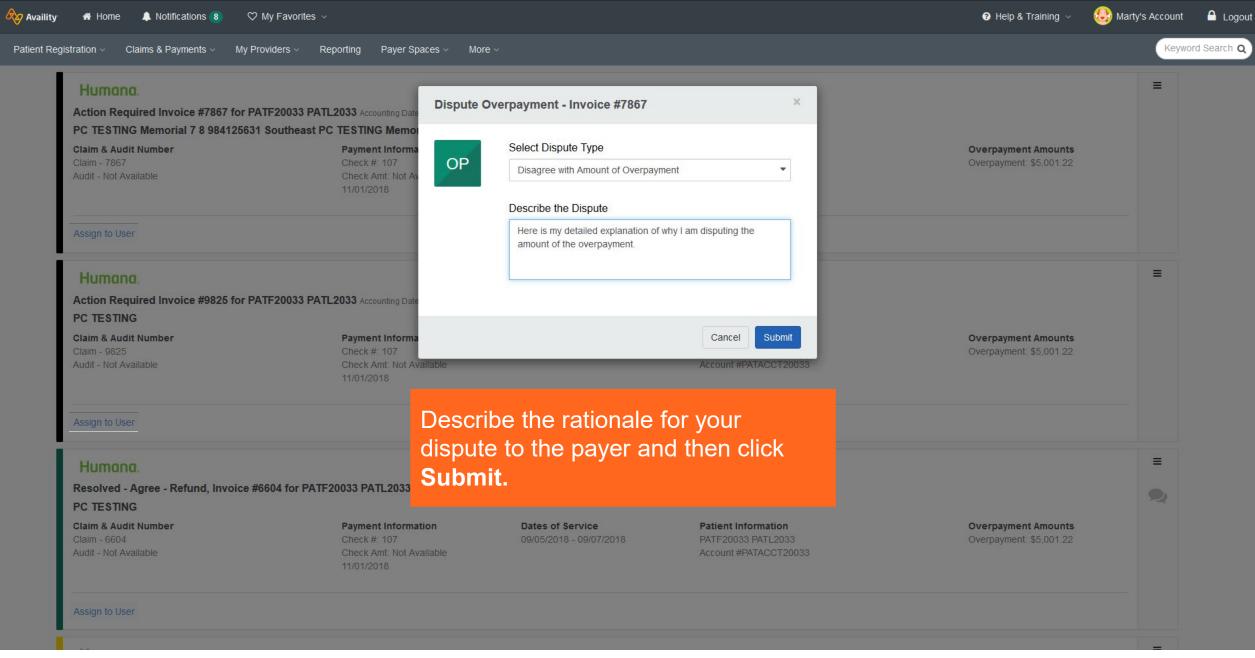
Humana. Action Required Invoice #7867 for PA PC TESTING Memorial 7 8 984125631	TF20033 PATL2033 Accounting Date: 10/01/2018 • 1 Southeast PC TESTING Memor	Days Elapsed: 232		Resolve Overpayment View Details	
Claim & Audit Number Claim - 7867 Audit - Not Available	Payment Information Check #: 107 Check Amt: Not Available 11/01/2018	Dates of Service 09/05/2018 - 09/07/2018	Patient Information PATF20033 PATL2033 Account #PATACCT20033	Overpayment A Overpayment: \$5 Dispute Overpayment Assign to me	
Assign to User			Click on the	Action Menu and select	
Humana. Action Required Invoice #9825 for PA PC TESTING	TF20033 PATL2033 Accounting Date: 10/01/2018 • 1	Days Elapsed: 232		erpayment.	
Claim & Audit Number Claim - 9825 Audit - Not Available	Payment Information Check #: 107 Check Amt: Not Available 11/01/2018	Dates of Service 09/05/2018 - 09/07/2018	Patient Information PATF20033 PATL2033 Account #PATACCT20033	Overpayment Amounts Overpayment: \$5,001.22	
Assign to User					
Humana.					≡
Resolved - Agree - Refund, Invoice #6 PC TESTING	604 for PATF20033 PATL2033 Accounting Date: 10	0/01/2018 • Last Update: 04/11/2019 • Days	s Elapsed: 39	9	
Claim & Audit Number Claim - 6604 Audit - Not Available	Payment Information Check #: 107 Check Amt: Not Available 11/01/2018	Dates of Service 09/05/2018 - 09/07/2018	Patient Information PATF20033 PATL2033 Account #PATACCT20033	Overpayment Amounts Overpayment: \$5,001.22	











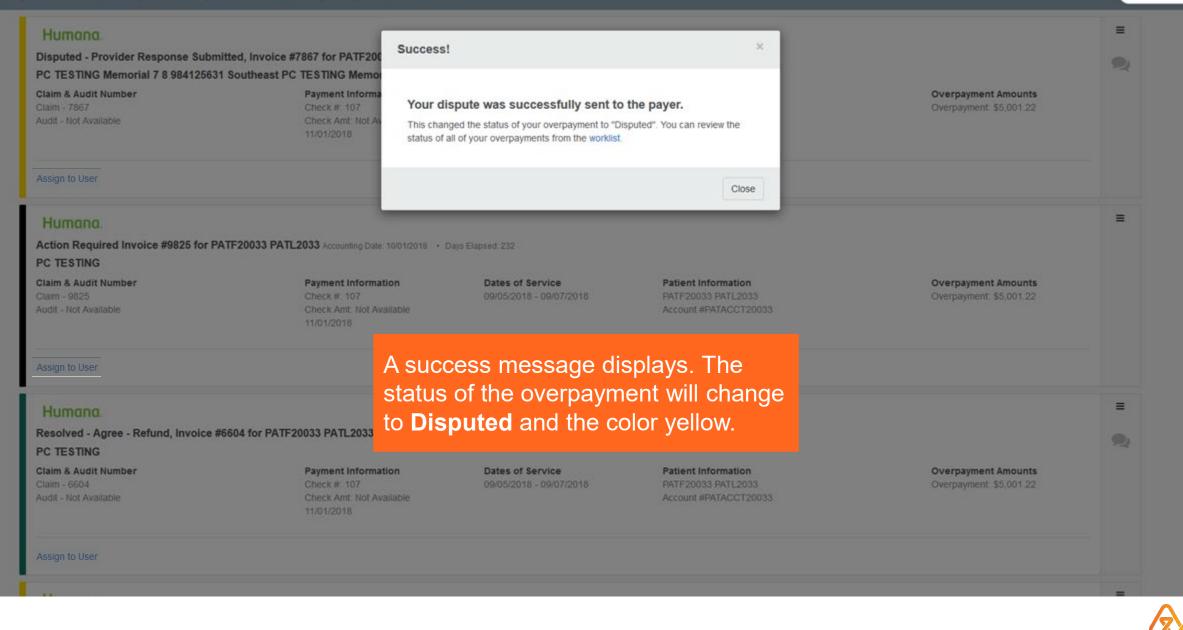
Q

🦚 Availity 🖷 Home 🜲 Notifications 10 🔍 My Favorites

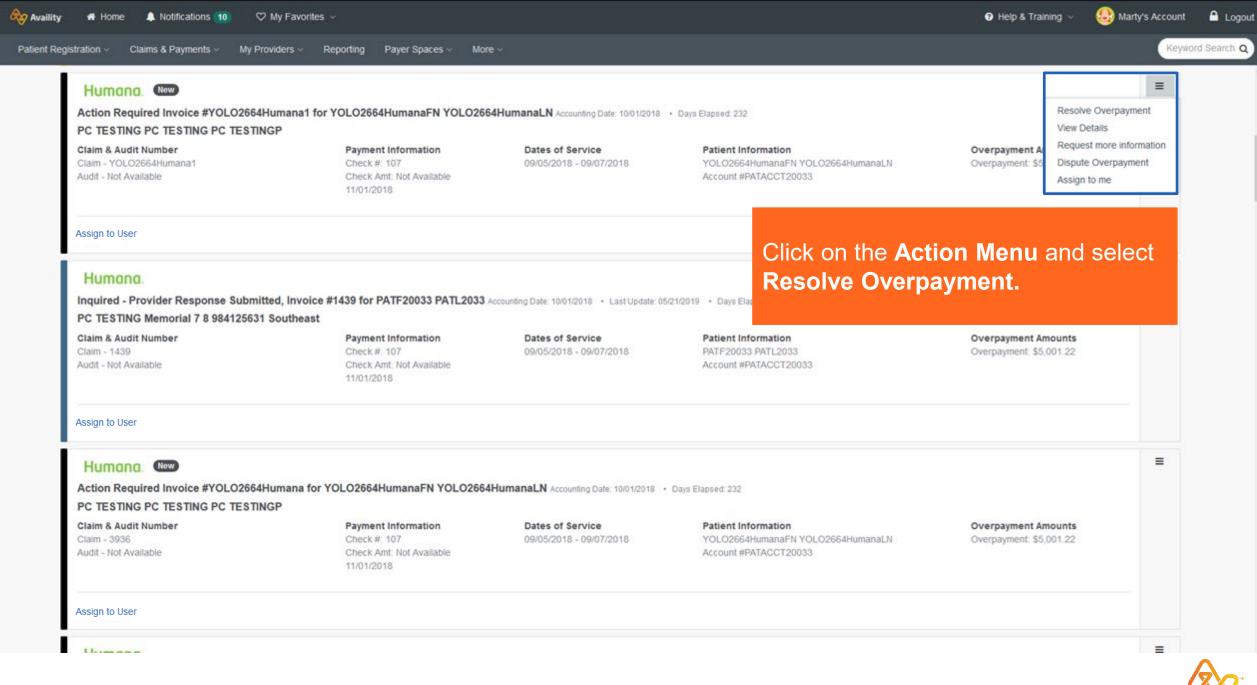
t 🔒 Logout

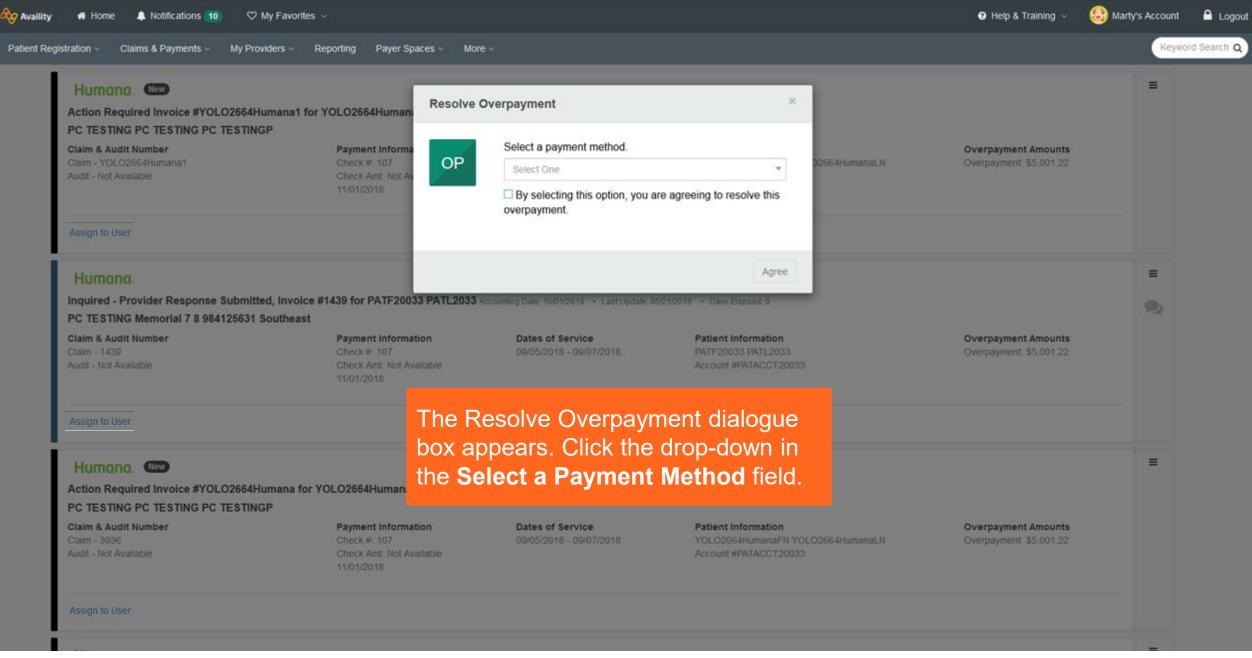
Keyword Search Q

Patient Registration v Claims & Payments v My Providers v Reporting Payer Spaces v More v

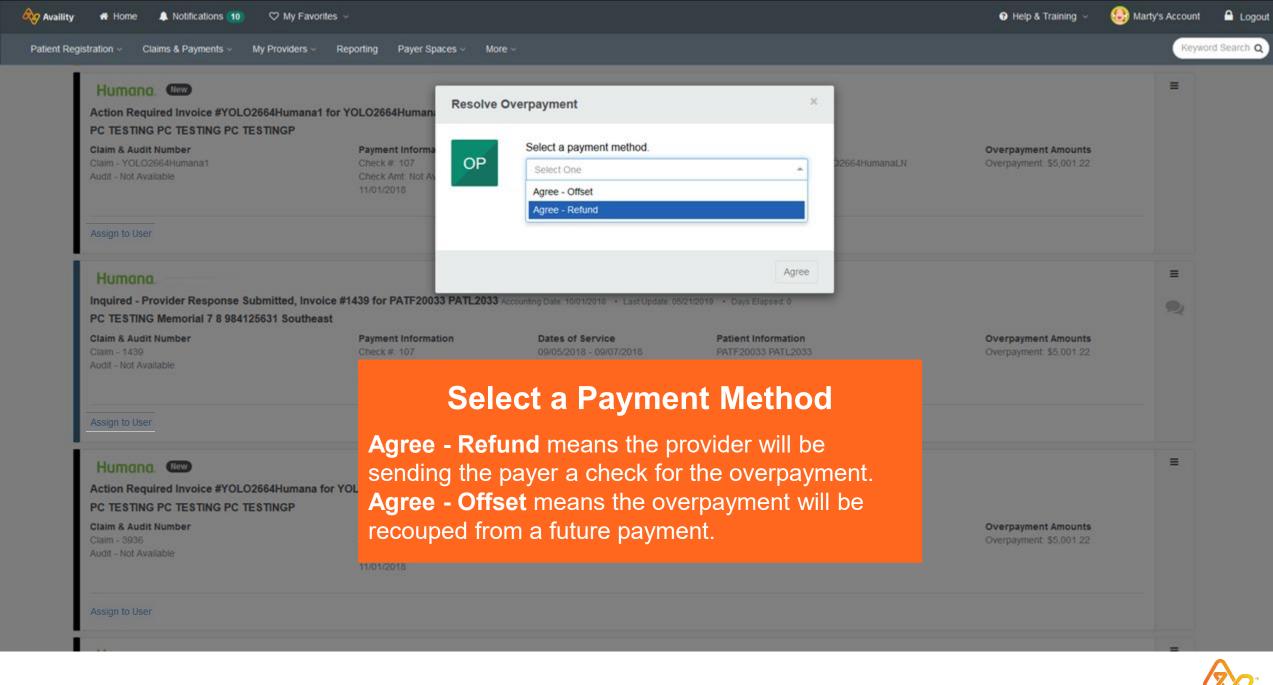


Resolve an overpayment

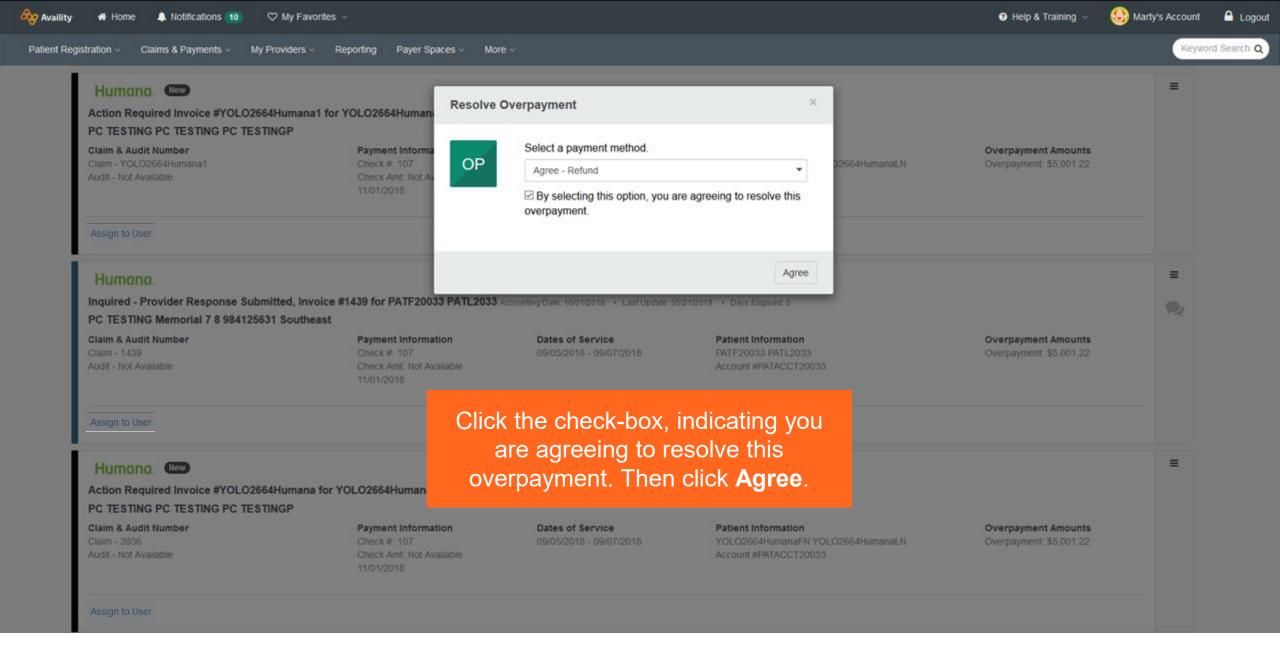




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Availity Notifications 10 ♥ My Favorites # Home

Patient Registration ~ Claims & Payments ~ My Providers ~ Reporting Payer Spaces ~ More \

Humana Resolved - Agree - Refund, Invoice #YOLO2664Humana1 for YOLO2 PC TESTING PC TESTING PC TESTINGP Claim & Audit Number Payment Inform **Overpayment Amounts** Your resolution was successfully sent to the payer. Check #, 107 Check Amt: Not A This changed the status of your overpayment to "Resolved". You can review the status of all of your overpayments from the worklist. Close Humana Inquired - Provider Response Submitted, Invoice #1439 for PATF20033 PATL2033 Accounting Date: 10/01/2018 • Last Update: 05/21/2019 • Days Elapsed: 0 PC TESTING Memorial 7 8 984125631 Southeast

Claim & Audit Number

Payment Information Check # 107

Dates of Service

Patient Information Account #PATACCT20033 **Overpayment Amounts**

Help & Training ~

S Marty's Account

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A Logout

Keyword Search Q

A success message displays. The status of the overpayment will change to Resolved and the color green.

Action Required Invoice #YOLO2664Humana for YOLO2664Human

PC TESTING PC TESTING PC TESTINGP

Claim & Audit Number

Humana Mew

Payment Information Check # 107

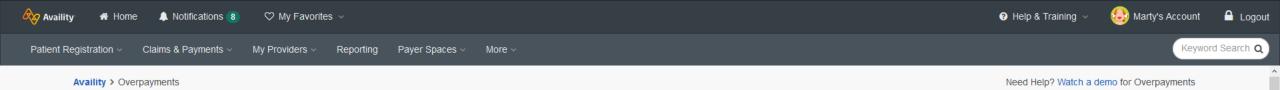
Dates of Service

Patient Information Account #PATACCT20033 **Overpayment Amounts**



Closed overpayments

While the overpayment may be closed, you can still reach out to Humana and continue to work the overpayment.



• Overpayments

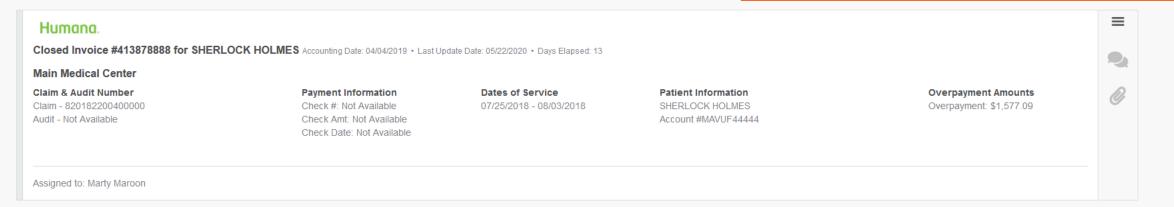
Search By		Organization				
Patient Last Name	 Search By 	Search		All Org	ganizations	
ilters: × STATUS: CLOSED	× PATIENT LAST NAME: HOLN	IES Clear All				
Results - Active				Results - Res	solved/C	losed
0	0	0	0	0	lund	128
S0.00	Action Required \$0.00	s0.00	Disputed \$0.00	Total Reso \$0.00		Total Closed \$30,747.51
40.00	90.00	\$0.00	30.00	\$0.00		400,747.01

Results: 128 Overpayments New Today: 0 Overpayments

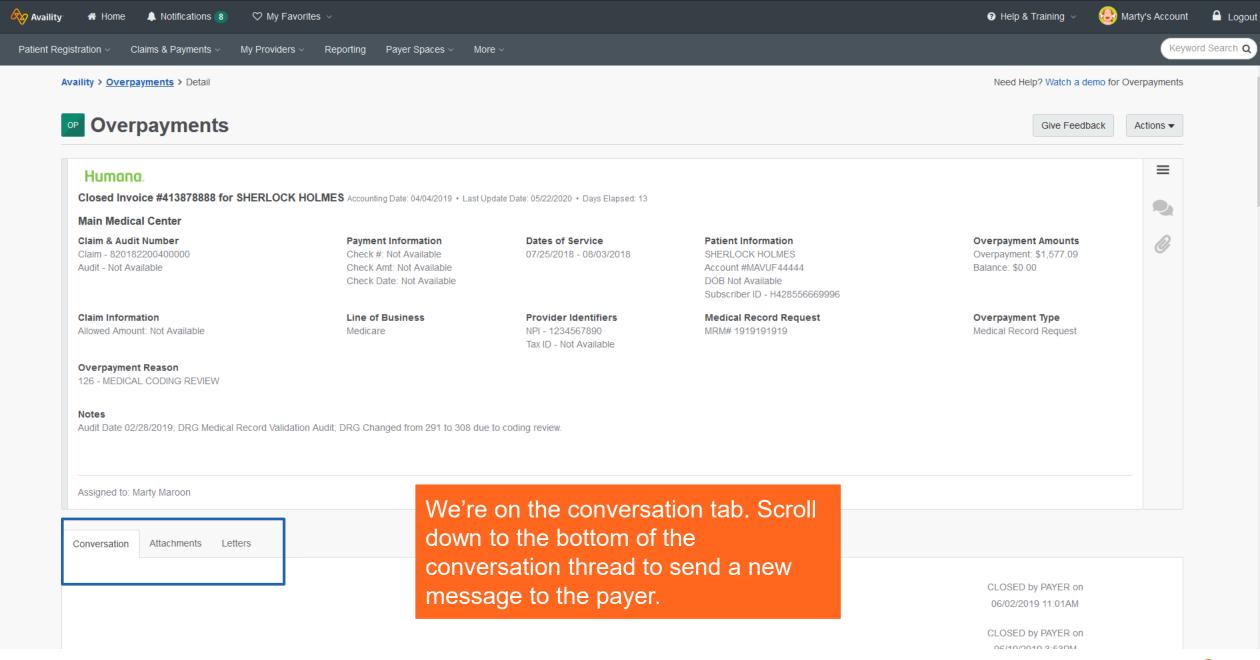
Give Feedback Actions -

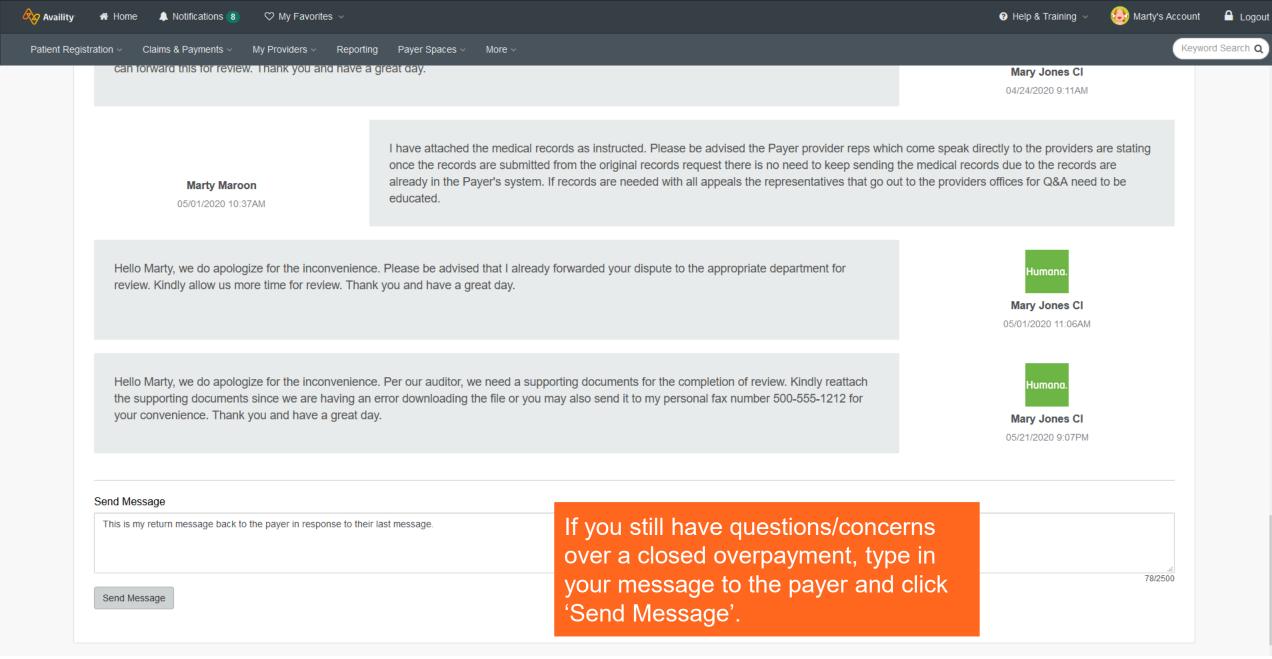
Locate the closed overpayment(s). In this example, I used the Search By: STATUS - CLOSED and PATIENT LAST NAME – HOLMES.

While it has been closed by the payer, you can still communicate with them by going to the Conversation tab. Either Click on the overpayment card or click the action menu and then 'View Details'.



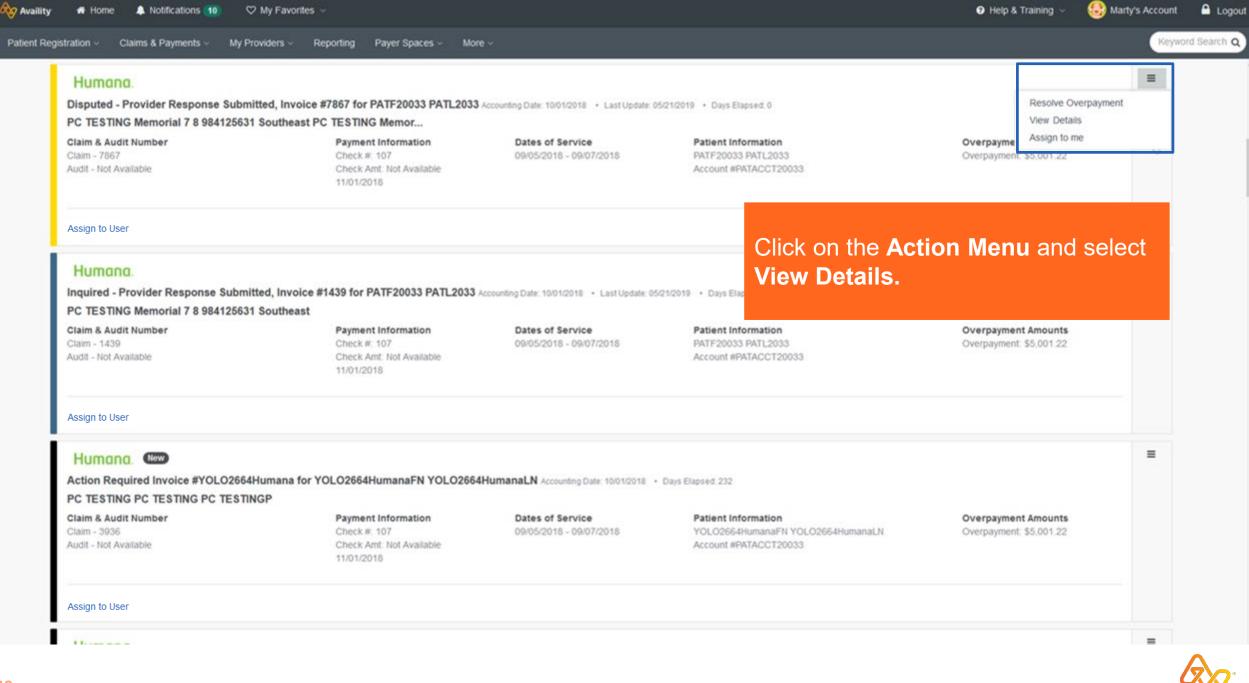


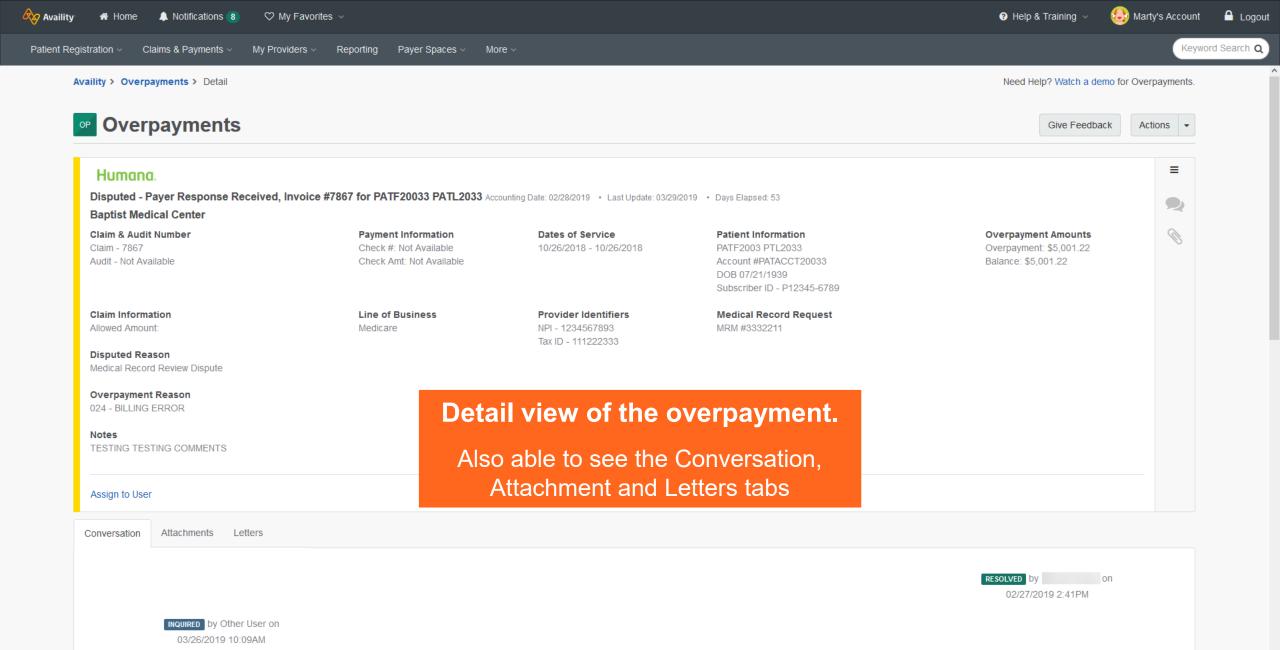




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View Details (Conversations, Attachments and Letters)

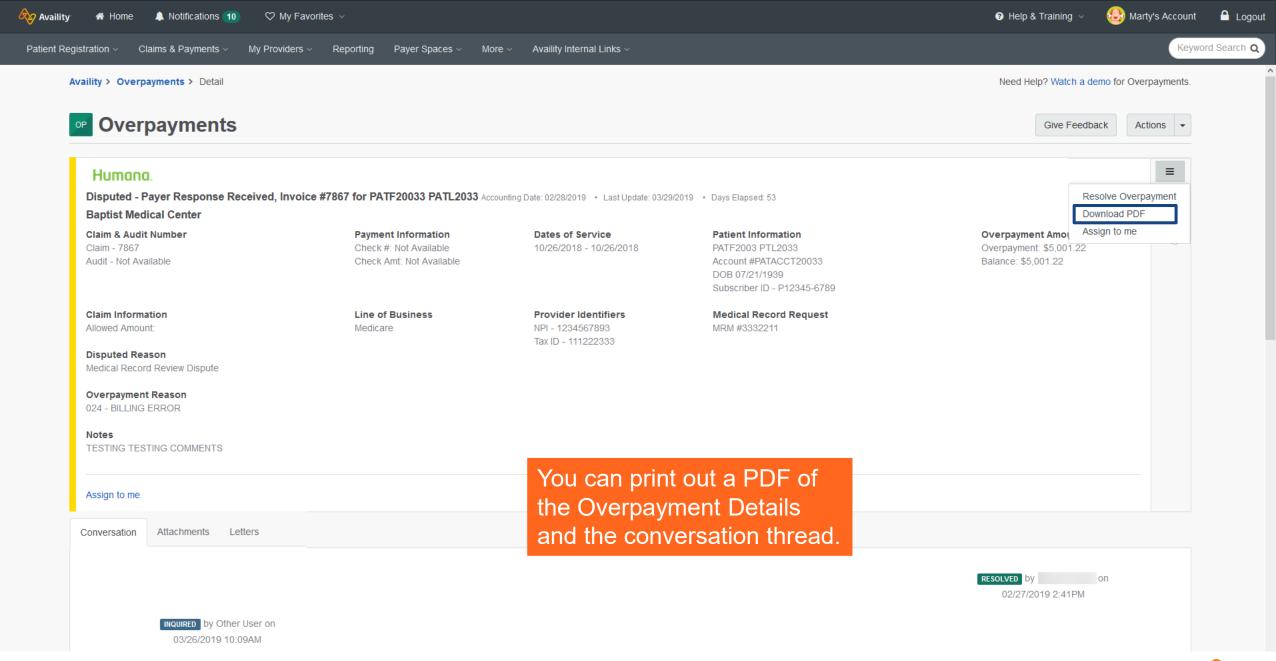






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Patient Re	egistration < Claims & Payments < My Providers < Report	ting Payer Spaces V More V	Keyw	vord Search (
	generic AV Tester 03/29/2019 2:41PM	10/16/2018 05:49:00 PM Medical Record Received 12/27/2018 05:46:00 AM		
		message 1 message 2		
	generic AV Tester 03/29/2019 2:42PM			
	DISPUTED by generic AV Tester on 03/29/2019 5:15PM			
		2 line 1st is enter one more before this # 4 () after this 2 lines blank		
	generic AV Tester 03/29/2019 5:15PM			
	Select an action			
	Select One		A	
	Disagree with payer response Send a comment/question to the payer			
			.:	
	Send Message	At the end of the conversation thread, you can submit another message to	0/2500	
		the payer.		

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Overpayments					Give Feedback	Actions -
Humana. Disputed - Payer Response Receive Baptist Medical Center	ed, Invoice #7867 for PATF20033 PATL20	033 Accounting Date: 02/28/2019 • Last Update	: 03/29/2019 • Days Elapsed: 53			=
Claim & Audit Number Claim - 7867 Audit - Not Available	Payment Information Check #: Not Available Check Amt: Not Available	Dates of Service 10/26/2018 - 10/26/2018	Patient Information PATF2003 PTL2033 Account #PATACCT20033 DOB 07/21/1939 Subscriber ID - P12345-6789		Overpayment Amounts Overpayment: \$5,001.22 Balance: \$5,001.22	Ø
Claim Information Allowed Amount:	Line of Business Medicare	Provider Identifiers NPI - 1234567893 Tax ID - 111222333	Medical Record Request MRM #3332211			
Disputed Reason Medical Record Review Dispute		vitching over to th				
Overpayment Reason 024 - BILLING ERROR Notes TESTING TESTING COMMENTS	tha	o, you can view ar at have been rece send an attachm	ived or sent.			
Assign to User	At	tachments.				
Conversation Attachments Letters						
File Name	Status Up	load Date D	ocument Type	Actions		
Doc0054 (360 KB)	RECEIVED 6/1	5/2019 1:56 PM No	on-Medical	Download		

Add Attachment

52

	Attachments ×	
Overpayments		Give Feedback Actions -
Humono. Disputed - Payer Response Received, Invoice #7867 for PATF20 Baptist Medical Center Claim & Audit Number Claim - 7867 Audit - Not Available	Select a Document Type First In Order To Add a File.	Overpayment Amounts Overpayment \$5,001.22 Balance: \$5,001.22
Claim Information Line of Budded Amount: Disputed Reason Medicare Medical Record Review Dispute Medicare Overpayment Reason 024 - BILLING ERROR Notes TESTING TESTING COMMENTS Assign to User Medicare	Select a Document Type Add file Cancel Submit	

Conversat	on Attachments	Letters			
	me 20054 (360 KB) Attachment		Status RECEIVED	Click on the drop-down menu to select a document type.	Actions Download



Need Help2 Watch a demo for Overnavments

Overpayments		Attachments	Give Feedback Acti	ions
Humona. Disputed - Payer Response Received, Invo Baptist Medical Center Claim & Audit Number Claim - 7867 Audit - Not Available	Dice #7867 for PATF20033 P Payment Informa Check #: Not Avail Check Amt. Not Av	No Attachments. Select a Document Type First In Order To Add a File. IMPORTANT: File size for non-medical records cannot exceed 10MB. Medical records cannot exceed 300MB.	Overpayment Amounts Overpayment \$5,001.22 Balance: \$5,001.22	
Claim Information Allowed Amount: Disputed Reason Medical Record Review Dispute Overpayment Reason 024 - BILLING ERROR Notes TESTING TESTING COMMENTS	Line of Business Medicare	Supported file types include JPG, JPEG, TIF, TIFF, and PDF.		
Assign to User		Contractual Excerpts Cancel Submit Disputes EOBs		
File Name Doc0054 (360 KB) Add Attachment	Status RECEIVED	elect the document type that best fits what you are going to upload.	Actio	



Need Help2 Watch a demo for Overnavments

Availity > Overpayments > Detail Need Help? Watch a demo for Overpayments. **Attachments** × Overpayments Give Feedback Actions - \equiv Humana. No Attachments. Disputed - Payer Response Received, Invoice #7867 for PATF20033 PA **Baptist Medical Center** Select a Document Type First In Order To Add a File. **Overpayment Amounts Claim & Audit Number Payment Informa** IMPORTANT: File size for non-medical records cannot exceed 10MB. Check #: Not Avai Overpayment: \$5,001.22 Medical records cannot exceed 300MB. Audit - Not Available Supported file types include JPG, JPEG, TIF, TIFF, and PDF. **Claim Information** Line of Business Allowed Amount: **Disputed Reason** Medical Record Review Dispute Overpayment Reason • Add file Medical Records -Notes Cancel Assign to User Conversation Attachments File Name Status Actions Doc0054 (360 KB) Click on the **Add file** button.

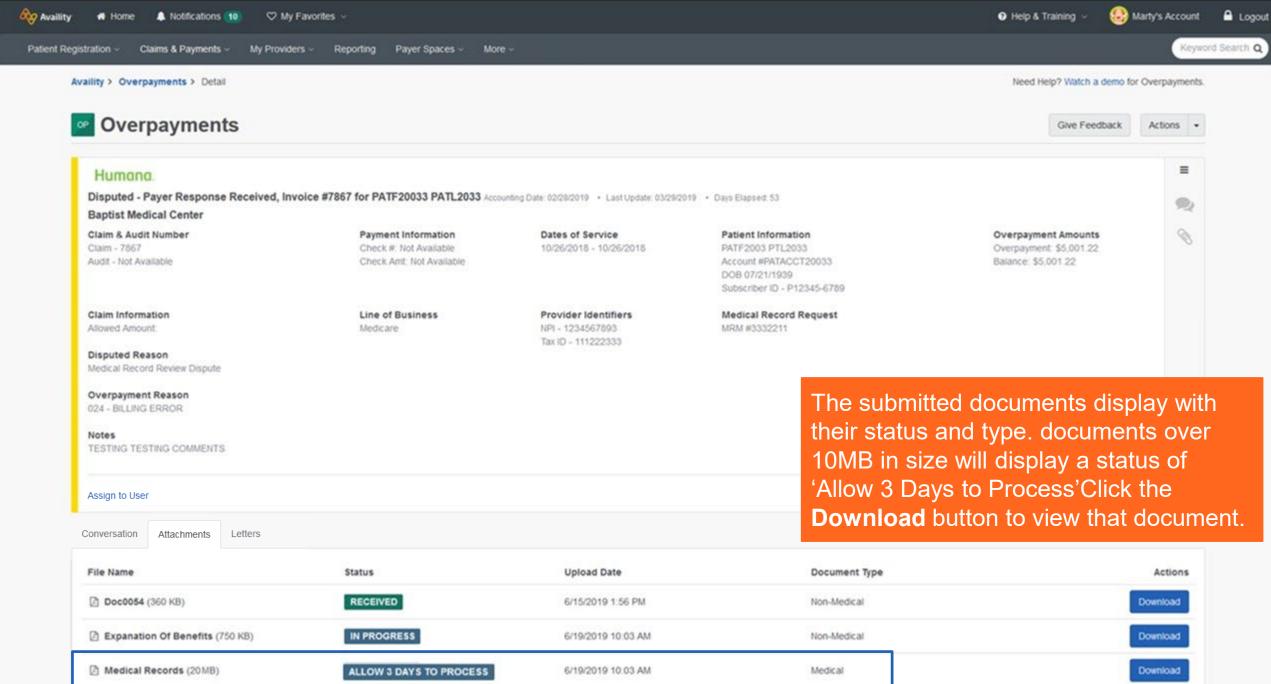


🧕 File Upload		×	Help & Training 🗸 🥹 Marty's Account 🤷 Logo၊
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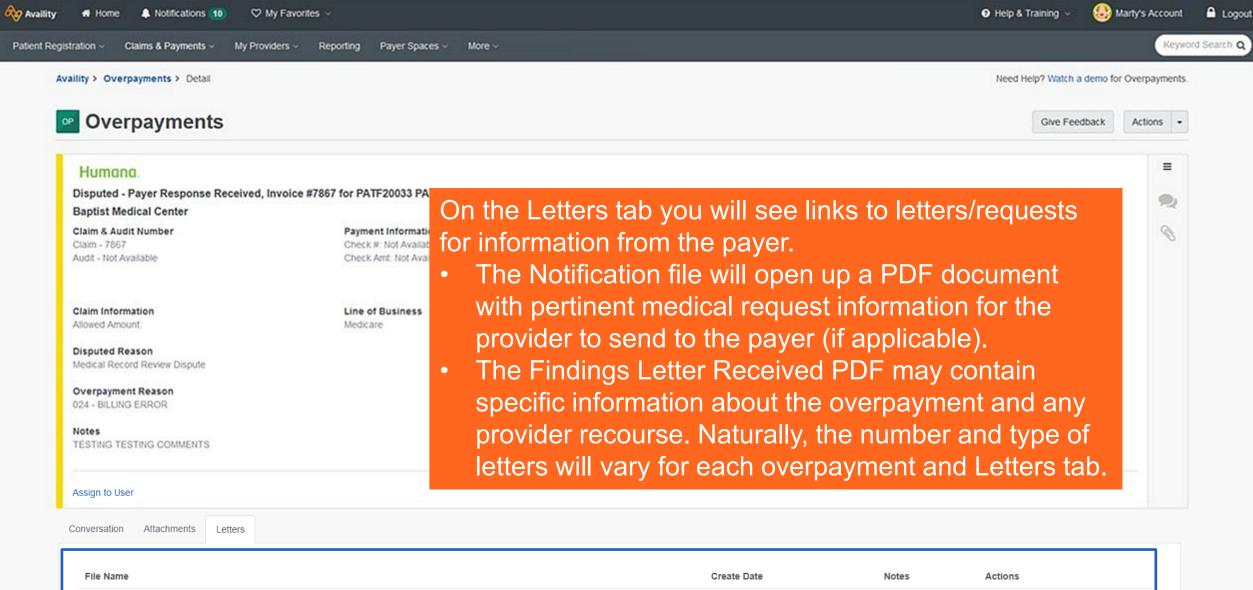


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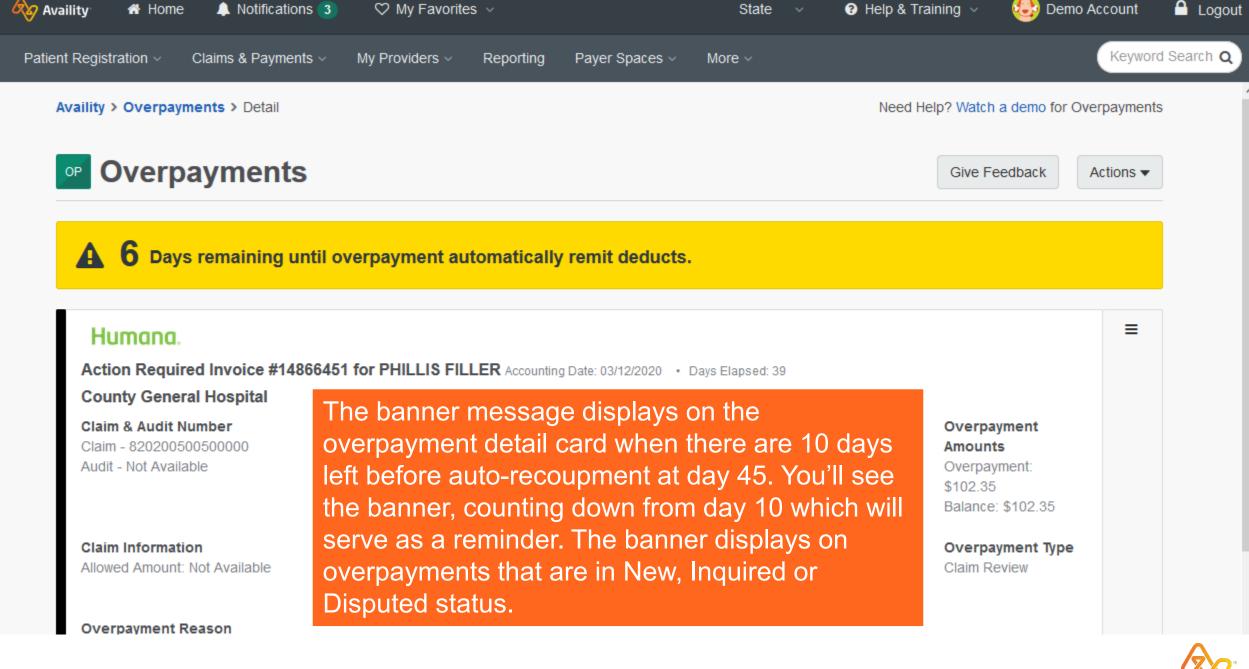
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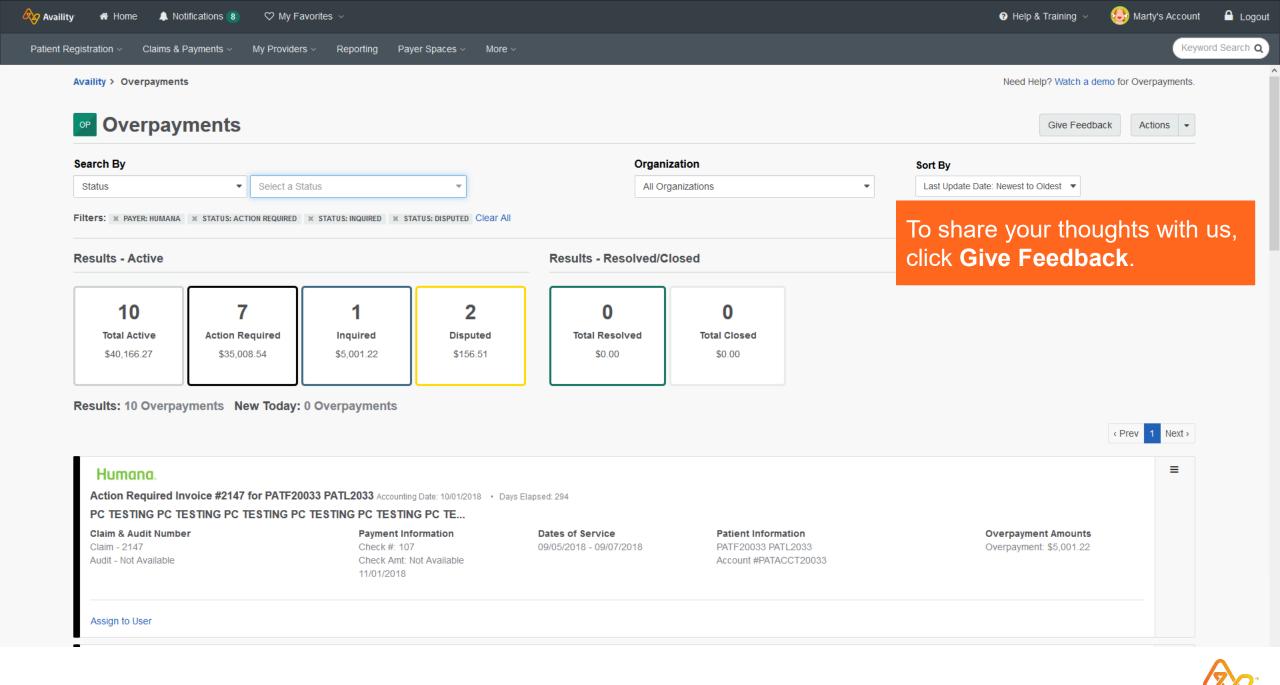
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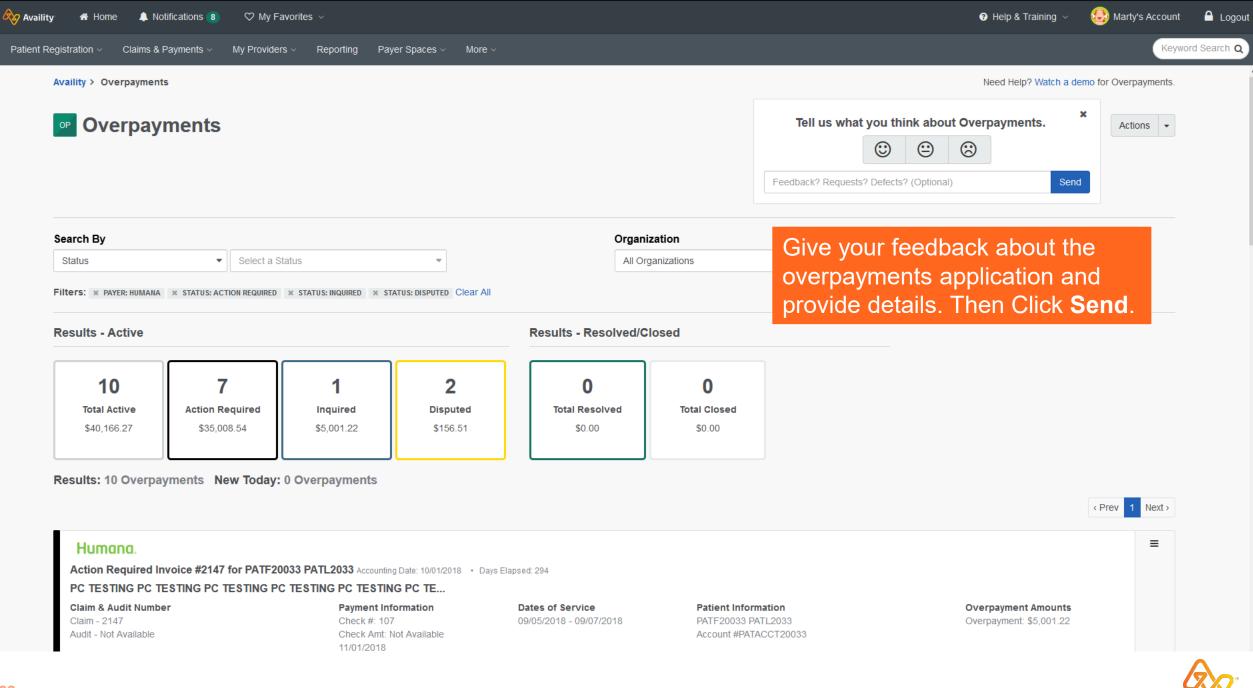
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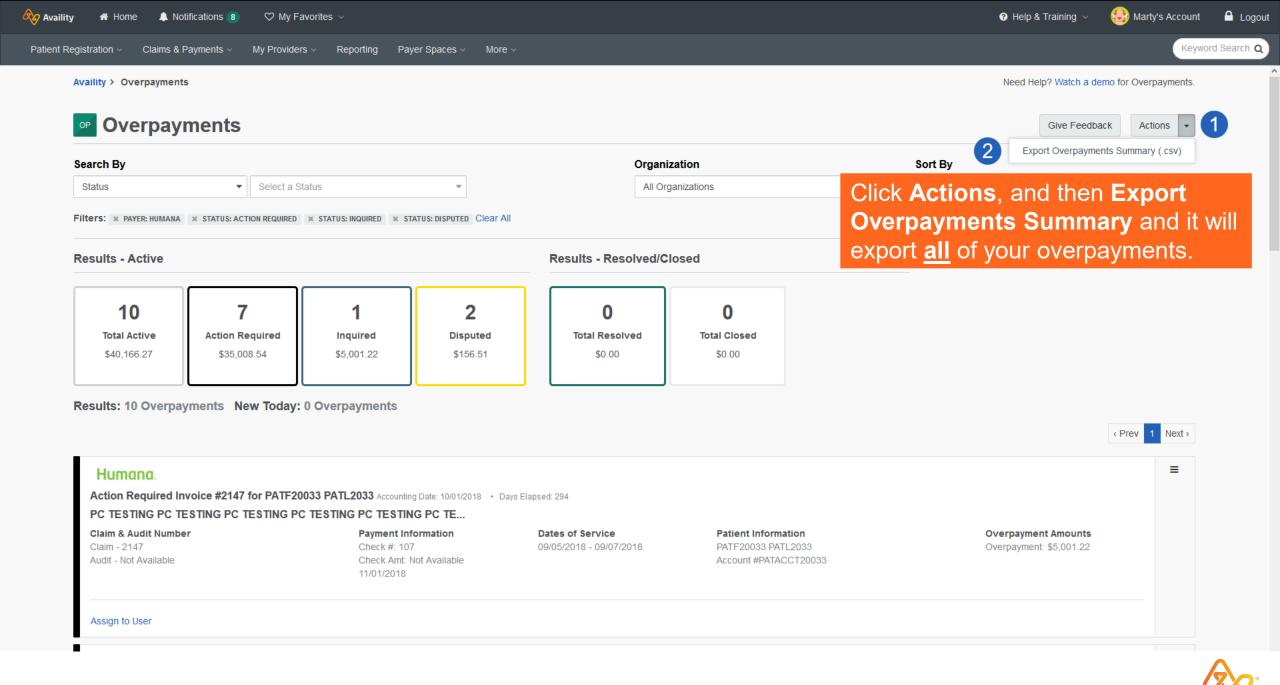
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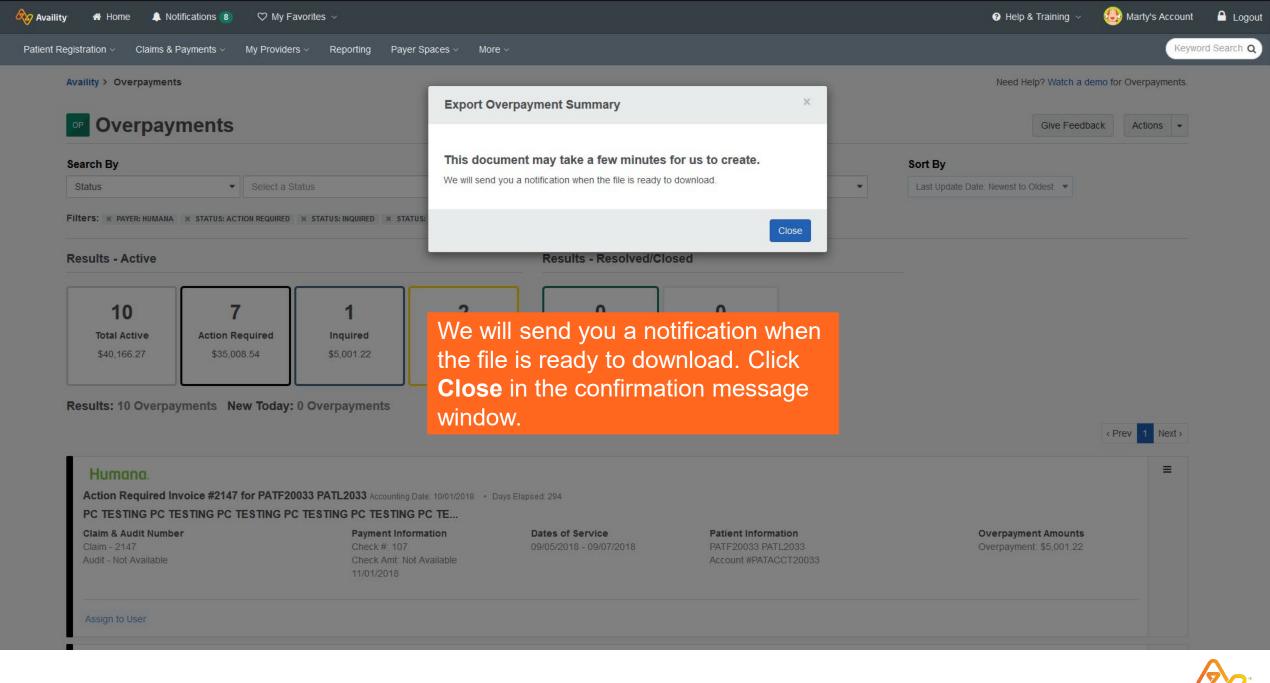


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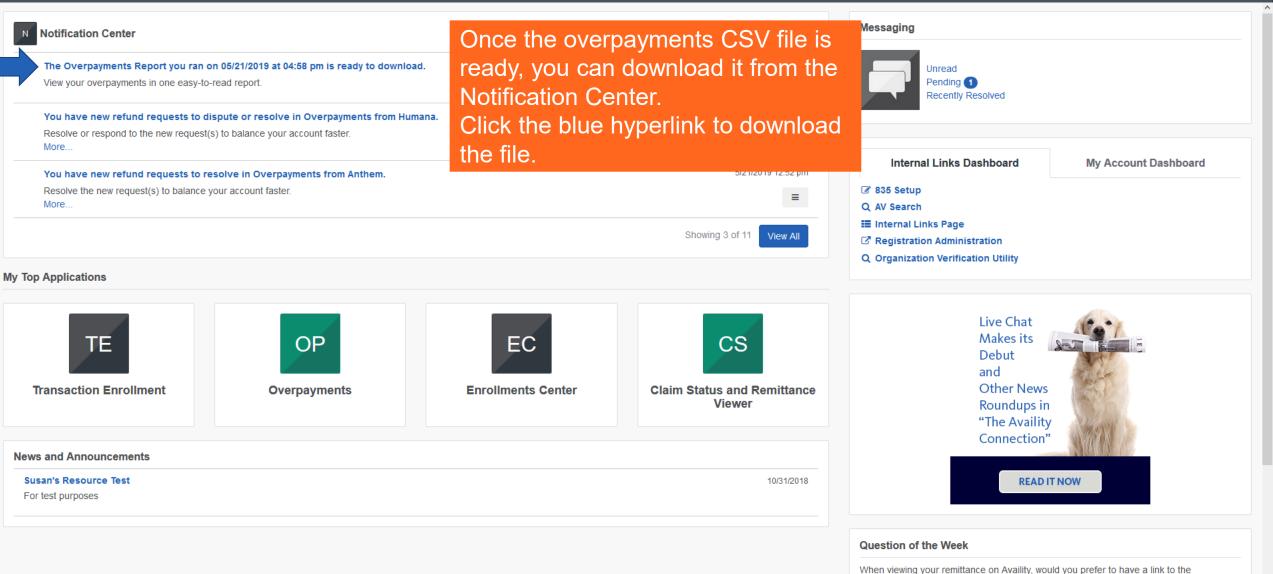






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Tips

IF YOU WANT TO	THEN FOLLOW THESE STEPS
Add an attachment	1. Locate an overpayment card that has a status of Inquired, Disputed, or Resolved.
	2. Click the overpayment card.
	3. Select Add attachments.*
	4. Select the file to attach, and then click Open .
Generate a report for an overpayment	 Click the action menu in the overpayment card, and then click Export Overpayments Summary (.csv).
	2. Follow the prompts from your browser to open or save the .csv file.
Locate unread messages	1. Select Recent Updates in the first Search By field.
	2. Select Unread Messages in the second Search By field.
View a conversation history	1. Locate an overpayment card that has the message bubble icon.
	2. Click the action menu in the overpayment card, and then click View Conversation and Details .

*Supported file types include PDF, JPG, JPEG, TIF and TIFF. 10MB size limit for non-medical documentation. 300MB size limit for medical documentation.

Help & Training

Select **Help & Training** and then an option.

- Find Help
- Get Trained
- Availity Support
- View Network Outages

New to Availity? Select Help & Training | Get Trained to plot a custom learning journey. Check out onboarding programs for new administrators and new users.

PARITAL EXAMPLE

OF HOME PAGE





Resources

Question

There's so much to remember and explore. How can I learn more information?

Answer

Don't be afraid to explore and click buttons and links—you can't break anything and it's all free to you—and use Availity Help. Click Help & Training | Find Help. Availity Help displays in a separate window or tab. Under Contents, click Overpayments, or search by keyword such as Overpayment.

Click **Help & Training | Get Trained**. The Availity Learning Center (ALC) Portal products learning center opens in a separate window or tab.

Click My Account from the My Account Dashboard or from the drop down menu on your name and then **Open a Ticket** to send an issue our way. Availity Client Services (ACS) will respond. Check the status of your ticket there too.



Thank you

Contact 1.800.282.4548 (1-800-AVAILITY), or select Help & Training | My Support Tickets, for additional assistance. Select Help & Training | Get Trained for additional on-demand training.

