Provider Online Reporting registration

Background: Reports and information are available through Provider Online Reporting (POR) and can be accessed via the Availity Portal. Visit **https://www.availity.com** to register or log in.

POR registration:
1. Log in to **https://www.availity.com**.
2. Choose **Payer Spaces** in the top menu bar.
3. Select the **Healthy Blue payer tile**.
4. On the *Applications* tab, select **Provider Online Reporting**.
5. Select the organization.
6. Choose **Submit**.

Note: First-time users accessing Payer Spaces will be asked to accept a Terms of Use Agreement. The agreement will appear for users once every 365 days.

On the *Welcome to Provider Online Reporting* page, select **Register/Maintain Organization**. Select **Register Tax ID(s)** for the applicable program to register the tax IDs. A pop-up window will display all tax ID(s) that need to be registered for the program. Check the box for each tax ID to be registered and select **Save**. You now have successfully completed the tax ID registration. After the registration has been completed, the status will change from *Register Tax ID(s)* to *Edit Tax ID(s)*.

Note: The practice may be participating in more than one program; the administrator must register each program that is listed.

Accessing POR

Use the navigation options on the left-hand side of the page to move around within the tool:
- The *Home* page in Provider Online Reporting will open. This page lists all programs for which the organization is eligible.
- The *Programs* page provides a description about the program your organization is participating in and includes helpful documents related to your program. Select a program using the drop-down arrow.
- The *Report Search* page launches the corresponding reporting application for your program. Select the appropriate program from the drop-down menu.
- Use the *Contact Us* page to submit questions about the POR application. Your question will be routed to the appropriate Healthy Blue contact.
- Select the **Notifications** page to view updates for programs as applicable.
- Use **Online Resources** under *Helpful Links* to view external websites that may be useful to your organization.

Note: Functionality is dependent upon specific program requirements.

What if I need assistance?

If you have questions regarding the Availity Portal, please contact Availity Client Services at **1-800-282-4548**. If you have questions about POR, use the *Contact Us* section of the application. If you have questions about this communication or need assistance with any other item, contact your local Provider Relations representative or call Provider Services at **1-844-521-6942**.

https://providers.healthybluela.com