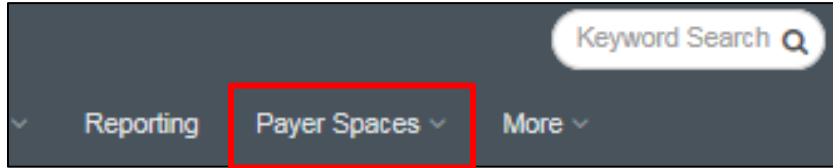


Accessing remittance inquiry

To access remittance inquiries, follow the steps below:

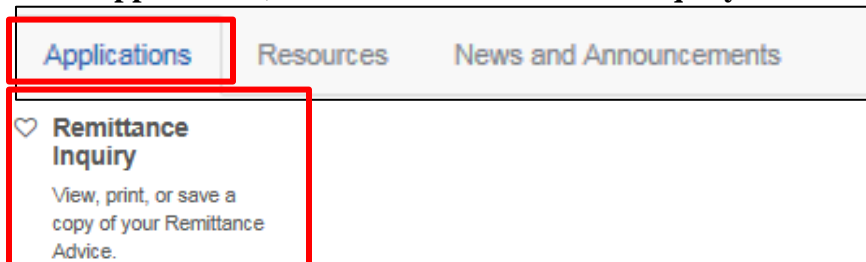
1. Log into the Availity Portal.
2. Access the Remittance Inquiry Tool via the **Payer Spaces** option from the top navigation.



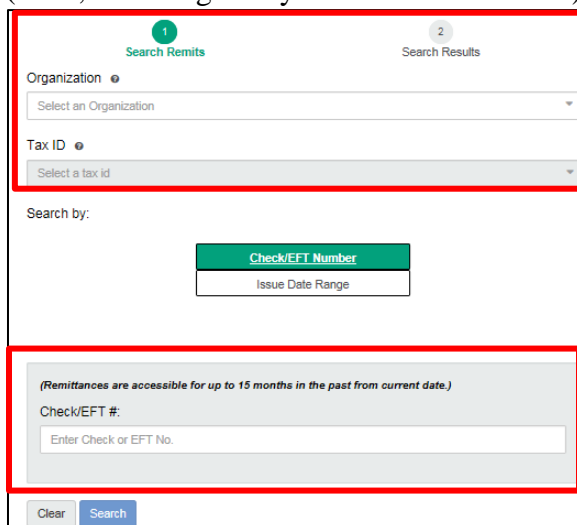
3. Choose **Healthy Blue** from the *Payer Spaces* drop-down box.



4. Select **Applications**, then select the **Remittance Inquiry** tile.



5. Choose your organization and tax ID from the drop-down box, and search by Check/EFT Number or Issue Date Range. After entering the appropriate information, select **Search**. (Note, this image is by Check/EFT Number.)

A screenshot of the 'Search Remits' form. The form has two tabs: 'Search Remits' (active) and 'Search Results'. It contains two dropdown menus for 'Organization' and 'Tax ID'. Below these is a 'Search by:' section with two radio buttons: 'Check/EFT Number' (selected) and 'Issue Date Range'. At the bottom, there is a text input field for 'Check/EFT #' with the placeholder text 'Enter Check or EFT No.'. The 'Search' button is highlighted with a red box. A note at the top of the form states: '(Remittances are accessible for up to 15 months in the past from current date.)'

<https://providers.healthybluel.com>

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- To search by Issue Date Range: Either select the provider from the Express Entry drop-down or enter the NPI, indicate the date range, and then select **Search**.

The screenshot shows a search form with the following elements:

- Check/EFT Number field
- Issue Date Range field
- Express Entry dropdown menu with "Search For a Provider" text
- NPI input field
- Issue Date Range section with a note: "(Date Range must be no more than 7 days.)"
- From: "Enter Start Date" field with a calendar icon
- To: "Enter End Date" field with a calendar icon

- From the *Remittance Inquiry Results* page, the results can be sorted by provider name, issue date, check/electronic funds transfer (EFT) number or check/EFT amount.

The screenshot shows the "Search Results" page with the following details:

- Search Remits (1) / Search Results (2)
- Your Search Criteria: Issue Date Range: 01/10/2016 - 01/16/2016
- Transaction ID: 4[REDACTED]
- Remittance Inquiry Results: 1 - 3 of 3 records displayed

▲ Provider Name	Issue Date	Check/EFT Number	Check/EFT Amount	View Remittance
[REDACTED]	01-13-2016	9999999999		View Remittance
[REDACTED]	01-15-2016	[REDACTED]	\$76.81	View Remittance
[REDACTED]	01-16-2016	[REDACTED]	\$16.84	View Remittance

Additional information:

- Remit images are available for all Healthy Blue members.
- Remits of over 50 pages will return the first 50 pages for viewing.
 - To view all pages, download or print the remit.
- Search in span of seven days and up to 15 months back.
- To conduct a remittance inquiry, access to “View Claims Status Inquiry” is needed.