



BRIDGEVIEW

Availity Essentials Manage My Organization

WWW.AVAILITY.COM/ESSENTIALS

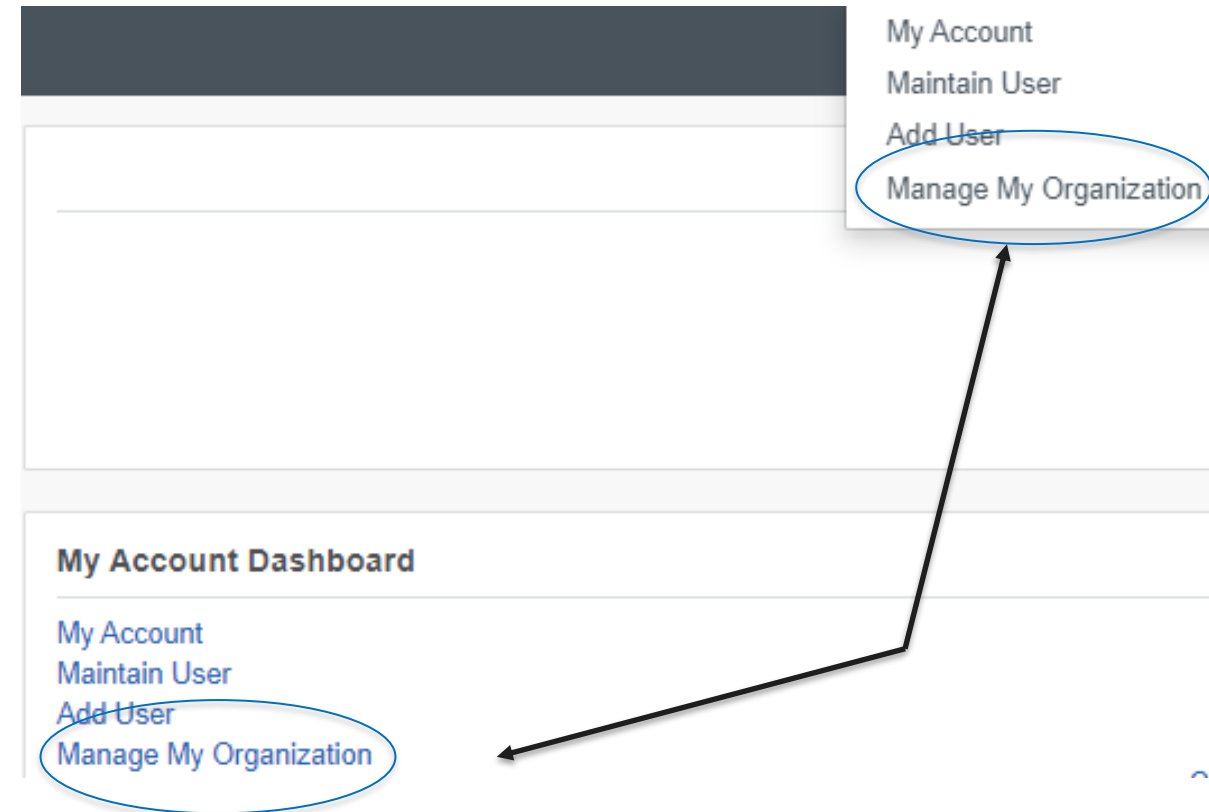
MANAGE MY ORGANIZATION

- Manage My Organization
 - The Manage My Organization application enables users to set up providers in their organization frequently used in transactions such as Eligibility & Benefits, Claim Status, and more.
 - The providers you set up in the Manage My Organization application are listed in the **Select a Provider** fields that display on various transaction pages.
 - All data is viewable by all users but only an Administrator or Administrator Assistant can add, change or delete information.

****YOU WILL NEED TO COMPLETE REGISTRATION PRIOR TO ACCESSING THIS INFORMATION. IF YOU HAVE NOT FINISHED THE REGISTRATION PROCESS, COMPLETE THAT FIRST, THEN RETURN TO THIS DOCUMENT**

MANAGE MY ORGANIZATION

To add an NPI or UMPI, you will be required to enter your provider identifier in the Manage My Organization application. To open choose “Manage My Organization”, go to your account drop down menu, in the upper right corner or from the home page “My Account Dashboard”.

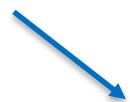


MANAGE MY ORGANIZATION, CONTINUED



Choose the organization you want to add provider information, then click on the “Add Provider” button on the right side.

If you have more than one organization, choose from this list.



Manage My Organization Give Feedback

Organizations

Register an Organization

Org Name Search...

Newest to oldest

Active 17 Pending Rejected

Customer ID	Tax ID	NPI
000000	000000000	0000000000
123456	098765432	N/A
Customer ID	Tax ID	NPI

Provider Test Org Customer ID 123456 [Edit](#)

[View Roles](#) | [View Identifiers](#) | [Maintain Identifiers](#)

Tax ID	NPI	Regions	Primary Taxonomy	Primary Service Address
098765432	N/A	MN		

[Expand All](#)

Providers [Add Provider\(s\)](#)

ADD Button.

MANAGE MY ORGANIZATION, NPI ENTRY

Enter the Tax ID, choose type (EIN or SSN), and National Provider ID (NPI)

- Click on “Find Provider” button
- The National Plan and Provider Enumeration System (NPPES) is accessed to verify the NPI entered

See Pages 10 – 15 for steps to enter an UMPI

Add Provider ×

LET'S FIND YOUR PROVIDER

Tax ID

Enter Tax ID

Type

EIN



EIN

SSN

National Provider ID (NPI)

Enter NPI

This is an atypical provider and does not provide health care services under HIPAA regulations. (Examples include: taxi services, respite services, home and vehicle modifications for those with disabilities)

Do you need to add many providers to this organization? [Upload up to 500 at once via a spreadsheet upload.](#)

Cancel

Find Provider

MANAGE MY ORGANIZATION, NPI ENTRY CONTINUED



If a match is found on the NPI entered, information is populated from NPPES

- Edit information, as needed
- Click the “Next” button to continue

Add Provider ×

1 **Provider Information** 2 Identifiers 3 Addresses 4 Review

Looks like there's a match!
Please review and/or update all of this provider's information.

PROVIDER SEARCH RESULTS:

CLINIC

Provider Type
Group/Facility

Group Name/Facility Name
CLINIC

NPI **Primary Specialty/Taxonomy**
261QM1300X Ambulatory Health Care Facilities|Clinic|Center|Multi-Specialty

Back Next

MANAGE MY ORGANIZATION, NPI ENTRY CONTINUED



Click the “Next” button to continue

Add Provider ×

Provider Information **Identifiers** Addresses Review

Looks like there's a match!
Please review and/or update all of this provider's identifiers.

PROVIDER SEARCH RESULTS:

CLINIC

Primary Tax ID

Tax ID Type

[+ Add additional Tax ID](#)

Identifiers

[+ Add identifier](#)

MANAGE MY ORGANIZATION, NPI ENTRY CONTINUED



Click the “Next” button to continue or edit to update or add an address

Add Provider ×

Provider Information Identifiers **Addresses** Review

Looks like there's a match!

Please add all of the address and service location information for this provider.

CLINIC

Physical/Billing ≡

101 1st St
Anytown, MN
55511

[+ Add an address](#)

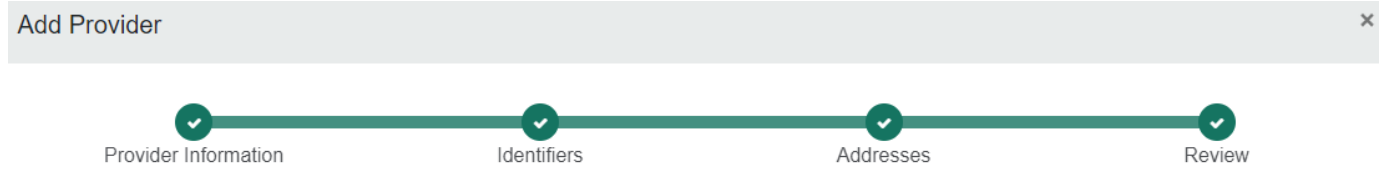
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MANAGE MY ORGANIZATION, NPI ENTRY CONTINUED



This is the last step to complete the process.

- Review information presented
- Edit information, as necessary
- Answer the question
- Check the certify box
- Click the “Submit” button to complete



Looks like there's a match!

Review all of the information provided below and ensure that everything is correct.

What is the provider's relationship to your organization? (Select one) ?

- This provider is a part of my organization
- This is a third-party not directly affiliated with my organization (example: referred-to provider)

I certify that this provider's information and relationship to my organization information is correct

[Back](#) [Submit](#)

MANAGE MY ORGANIZATION, UMPI ENTRY



Enter the Tax ID, choose type (EIN or SSN) and check the box to indicate this is an atypical provider.

- Click on “Find Provider” button

Add Provider ×

LET'S FIND YOUR PROVIDER

Tax ID

Type

This is an atypical provider and does not provide health care services under HIPAA regulations. (Examples include: taxi services, respite services, home and vehicle modifications for those with disabilities)

Do you need to add many providers to this organization? [Upload up to 500 at once via a spreadsheet upload.](#)

MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED



Select a Provider Type

- Individual
- Group/Facility

Add Provider ×

1 **Provider Information** 2 Identifiers 3 Addresses 4 Review

Please review and/or update all of this provider's information.

Provider Type

Select... | v

Individual

Group/Facility

Primary Specialty/Taxonomy

Select... | v

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MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED



- For Individual, enter Provider First, Middle and Last Name fields
- For Group/Facility, enter Name of Group/Facility
- Choose Primary Specialty/Taxonomy from drop down list
- Click “Next” button to continue

Provider Type
Individual

Provider First Name **Provider Middle Name** **Provider Last Name**

Primary Specialty/Taxonomy
Select...

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Provider Type
Group/Facility

Group Name/Facility Name

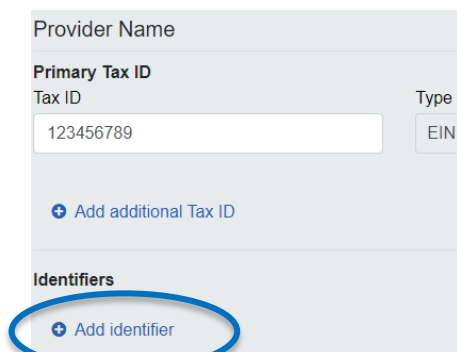
Primary Specialty/Taxonomy
Select...

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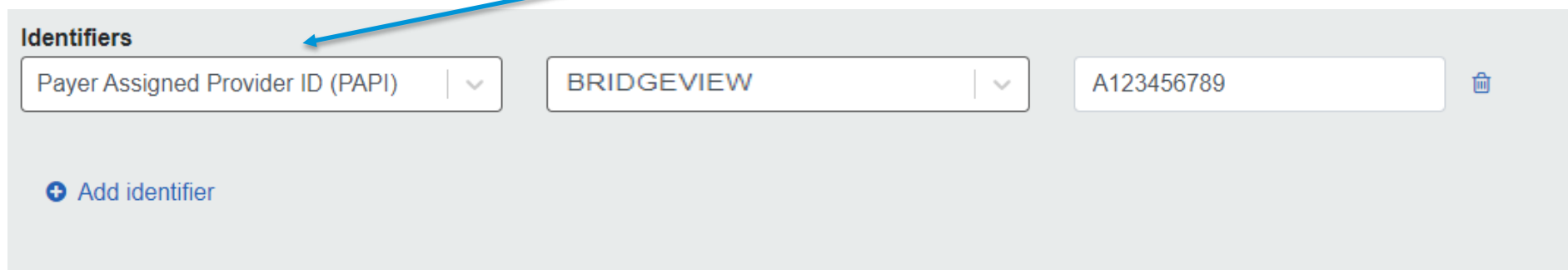
MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED



- Add additional Tax ID, as applicable
- To add the UMPI, click on “Add Identifier”
- Choose “Payer Assigned Provider ID” as the Type
- Choose Payer name “Bridgeview”
- Enter UMPI in blank text box
- Click “Next” button to continue



This is a screenshot of a web form for adding a tax identifier. It features a 'Provider Name' field at the top. Below it is a 'Primary Tax ID' section with a 'Tax ID' input field containing '123456789' and a 'Type' dropdown menu set to 'EIN'. A blue plus icon and the text 'Add additional Tax ID' are positioned below the input field. At the bottom of the form, under the heading 'Identifiers', there is a blue plus icon and the text 'Add identifier', which is circled in blue. A blue arrow points from this circled button down to the main form below.



This is a screenshot of the main 'Identifiers' form. It has a title 'Identifiers' at the top left. Below the title is a row of three input fields: a dropdown menu with 'Payer Assigned Provider ID (PAPI)' and a downward arrow, a text input field with 'BRIDGEVIEW' and a downward arrow, and a text input field with 'A123456789' and a trash icon to its right. Below these fields is a blue plus icon and the text 'Add identifier'.

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MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED



- Add Provider address information.
- Click on “Add an address”
- Address type is defaulted to Physical and Billing Address. Change, as needed.
- Enter address and phone information
- Click “Add Address” button to save
- After all address have been added, click “Next” button to continue

Provider Information Identifiers **Addresses** Review

Looks like there's a match!
Please add all of the address and service location information for this provider.

Provider Name

Added addresses will appear here. Add an address to get started.

ADD ADDRESS:

Address Type
Physical and Billing Address

Street Address
101 1st St

City
anytown

State
MN Minnesota

ZIP / Postal Code
55511

Phone Number
(651) 612-1234

Cancel Add Address

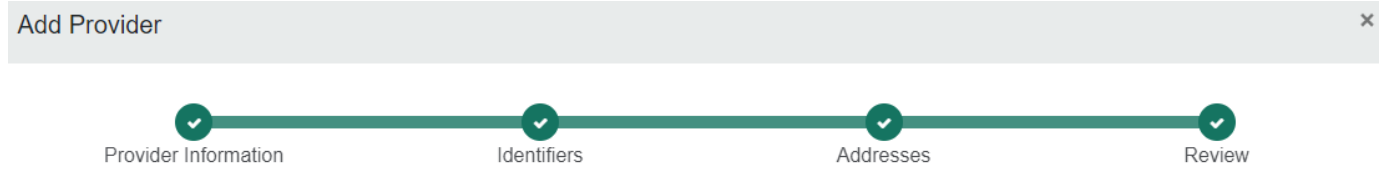
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MANAGE MY ORGANIZATION, UMPI ENTRY CONTINUED




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- Check the certify box
- Click the “Submit” button to complete



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THANK YOU

For technical support contact Availity 1-800-282-4548 or 1-800-AVAILITY. Or select **Help & Training | Availity Support** for additional Availity assistance.