BRIDGEVIEW

Availity Essentials Remittance Viewer

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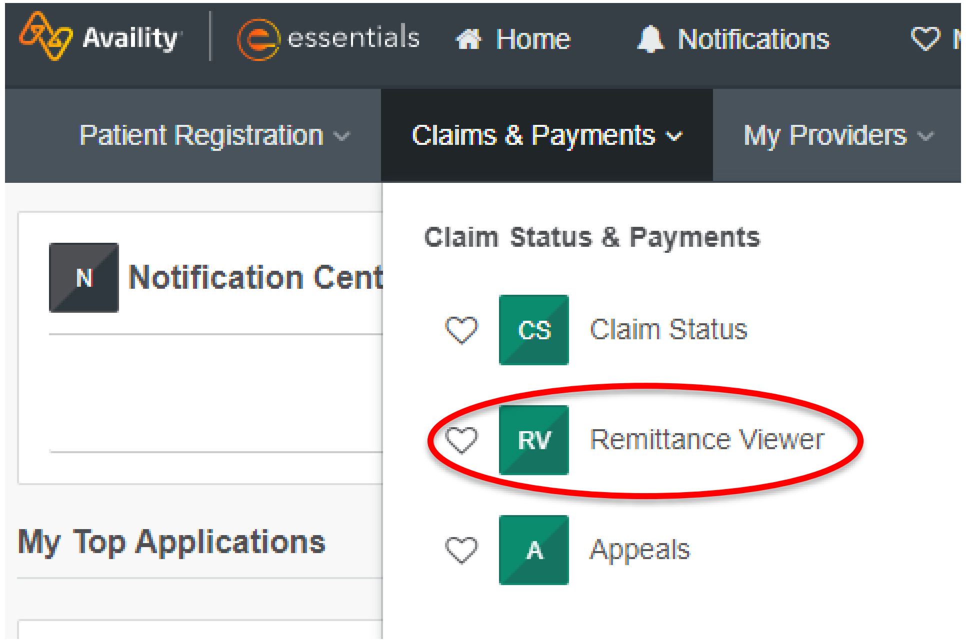
REMITTANCE VIEWER

- Remittance Viewer
  - If this is the first time you are searching for a remittance, then you will need to complete the “Manage Access” steps.
  - The Remittance Viewer application allows the provider to access details on how the claim was processed.

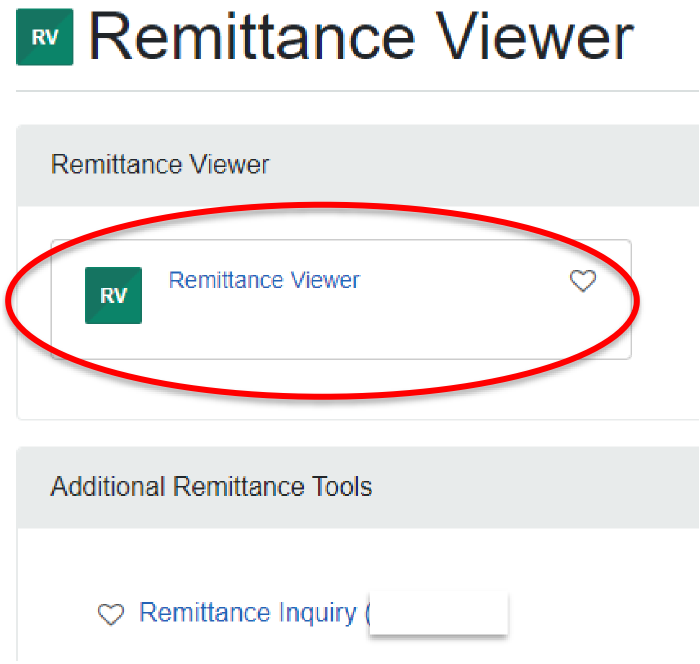
**YOU WILL NEED TO COMPLETE REGISTRATION PRIOR TO ACCESSING THIS INFORMATION. IF YOU HAVE NOT FINISHED THE REGISTRATION PROCESS, COMPLETE THAT FIRST, THEN RETURN TO THIS DOCUMENT

REMITTANCE VIEWER

To start: go to the “Claims & Payment” drop down menu, choose “Remittance Viewer”

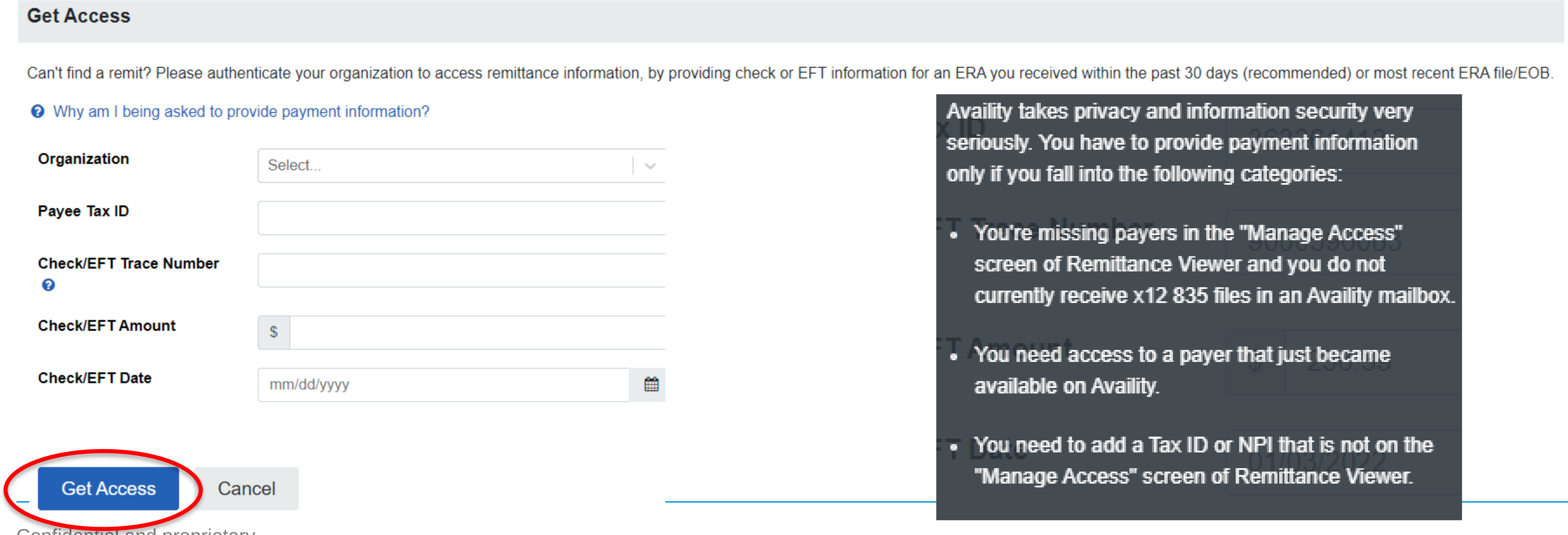


Choose Remittance Viewer on next page



MANAGE ACCESS

- If this is the first time you are searching for a remittance, then you will need to complete the "Manage Access" steps.
  - Click "Manage Access" button located in upper right corner of the screen Manage Access
  - Click "Get Access" button located on the right side of the screen Get Access
  - Complete the fields on the screen, click "Get Access" button



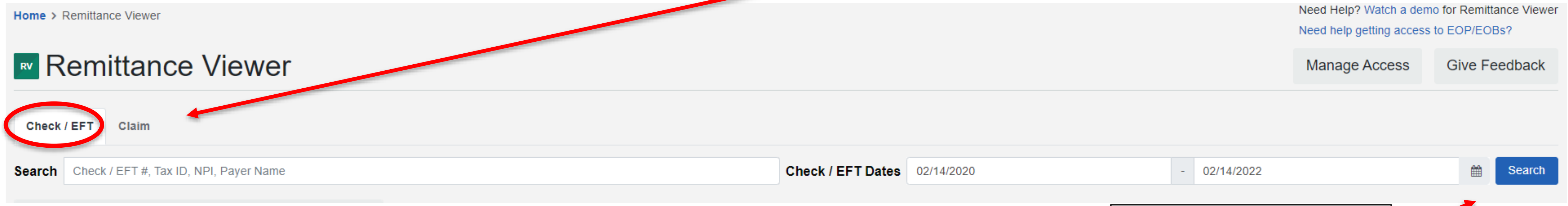
REMITTANCE VIEWER, CONTINUED

To search by Check or EFT Number, enter the information in the search box using one of the following:

- Check/EFT number
- Payee Tax ID
- National Provider ID
- Payer Name – Bridgeview Company

- Choose date of check/EFT
  - The date is defaulted from 2 days to 2 years
  - Change date as needed

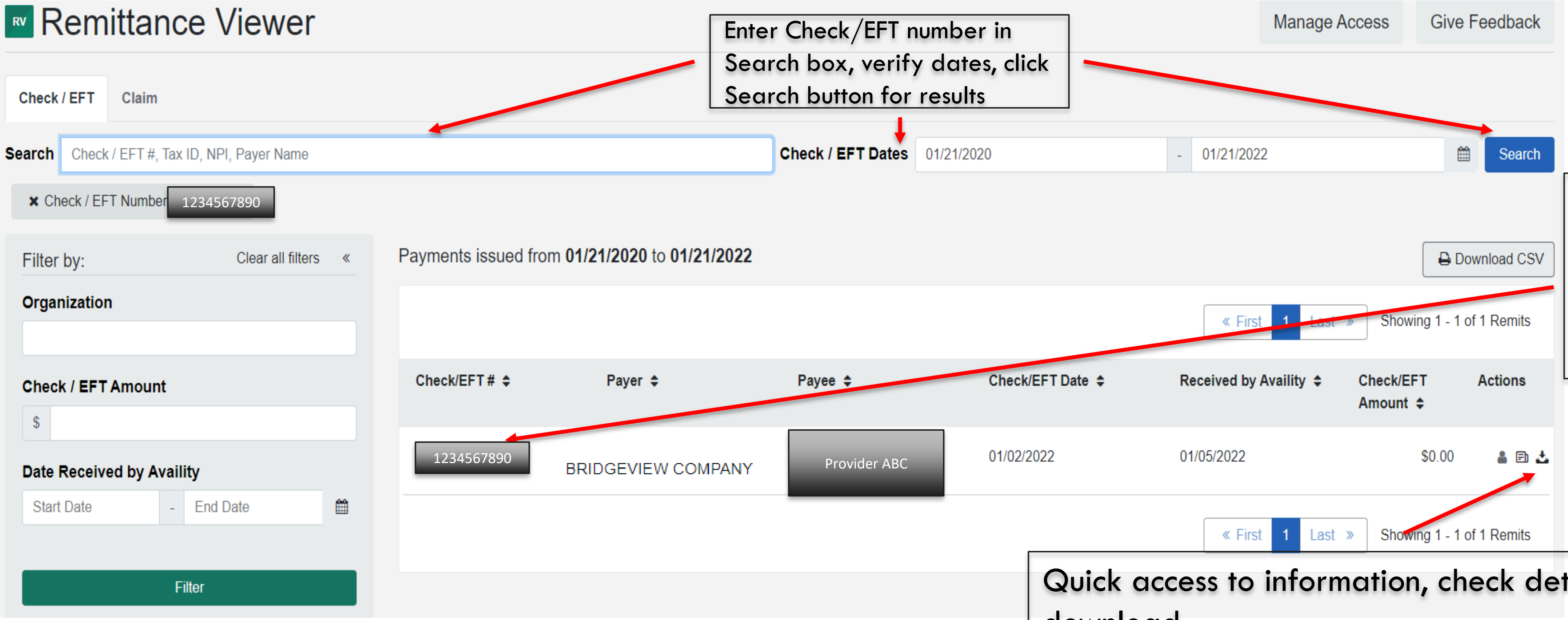
The system will default your tab choice to CHECK/EFT. To search for a single claim, choose the CLAIM tab. See next page for more details.



To view results, Click "Search"

REMITTANCE VIEWER, CONTINUED

Example of search by Check/EFT number



Enter Check/EFT number in Search box, verify dates, click Search button for results

Click on check number for more details.

Quick access to information, check details or to download

REMITTANCE VIEWER, CONTINUED

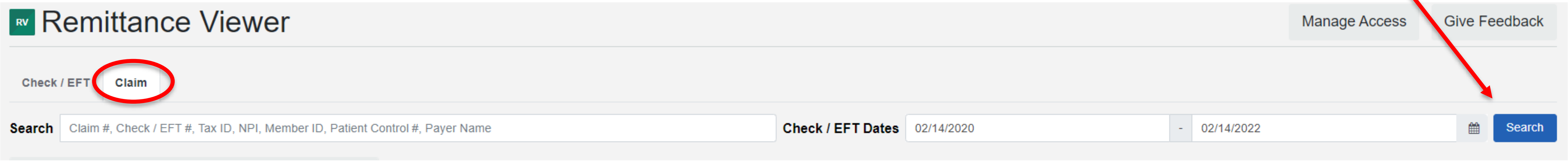
To search by claim the information in the search box using one of the following:

- Claim Number
- Check/EFT Number
- Payee Tax ID
- National Provider ID
- Member ID
- Patient Control Number
- Payer Name – Bridgeview Company

➢ Choose date of Check/EFT

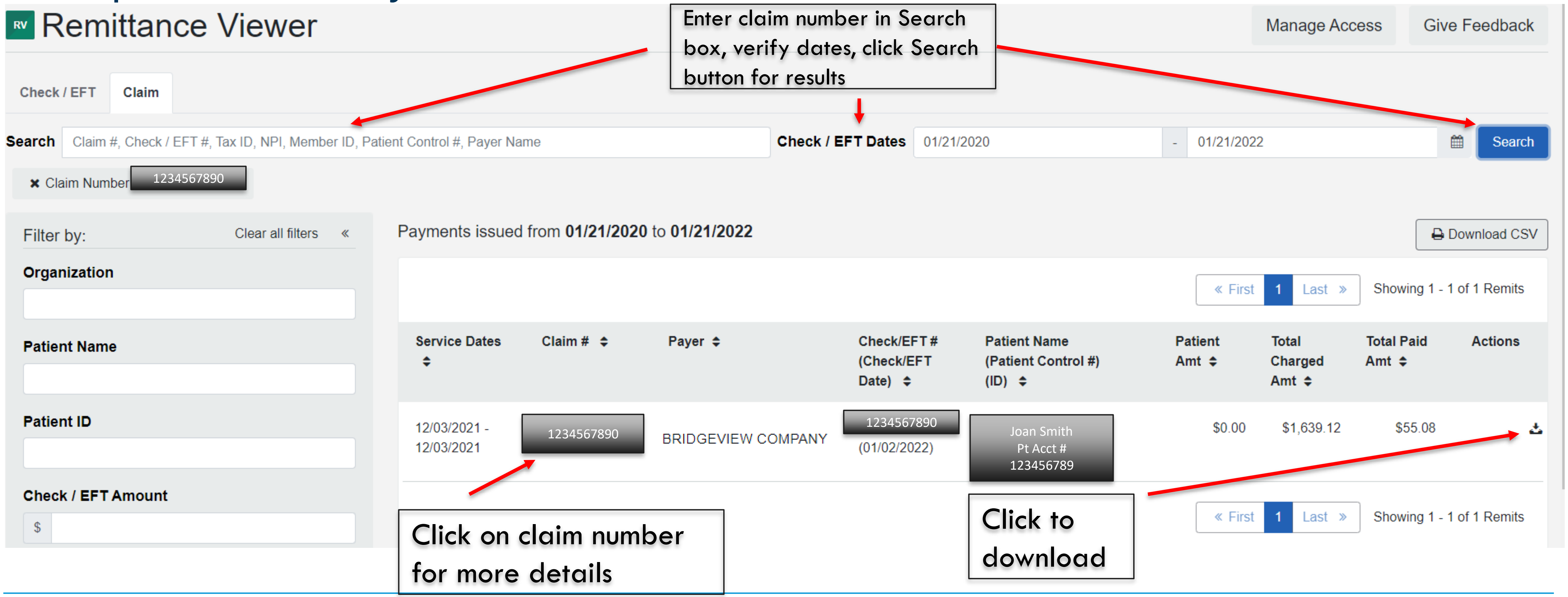
- The date is defaulted from 2 days to 2 years
- Change date as needed

To view results, Click "Search"



REMITTANCE VIEWER, CONTINUED

Example of search by claim number



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.