

Plan Documents Viewer User Guide

*Information in this user guide is **ONLY** applicable to providers participating in PPO and Blue Choice PPOSM networks.*

Plan Documents Viewer

is an online application accessible through the Availity[®] Essentials portal that allows providers contracted with Blue Cross and Blue Shield of Illinois (BCBSIL) to view, download and/or save National Drug Code (NDC) Fee Schedules.

Not registered with Availity Essentials?

Complete the online guided registration process today via [Availity](#), at no cost.

Nov. 2023



The following instructions show how users' access **Plan Documents Viewer** via Availity Essentials and how Availity Administrators and/or users will add providers information to your organization's account.

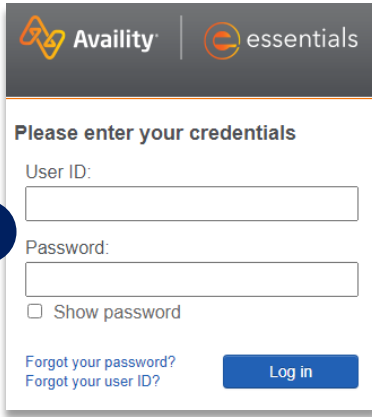




Step 1: Availity and MMO Setup

1 Assigned users can access this tool by following the instructions below:

- ▶ Go to [Availity](#)
- ▶ Select [Availity Essentials Login](#)
- ▶ Enter User ID and Password
- ▶ Select [Log in](#)



Availity | essentials

Please enter your credentials

User ID:

Password:

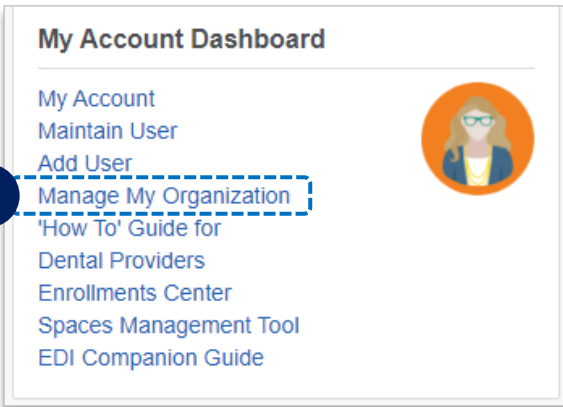
Show password

[Forgot your password?](#)
[Forgot your user ID?](#)

[Log in](#)

1

2 Select [Manage My Organization](#) from *My Account Dashboard* on the Availity homepage

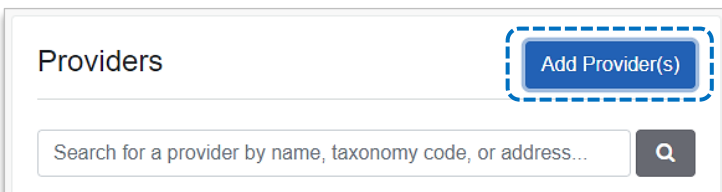


My Account Dashboard

- My Account
- Maintain User
- Add User
- Manage My Organization**
- 'How To' Guide for Dental Providers
- Enrollments Center
- Spaces Management Tool
- EDI Companion Guide

2

- ▶ Within [Manage My Organization](#), select [Add Provider\(s\)](#)

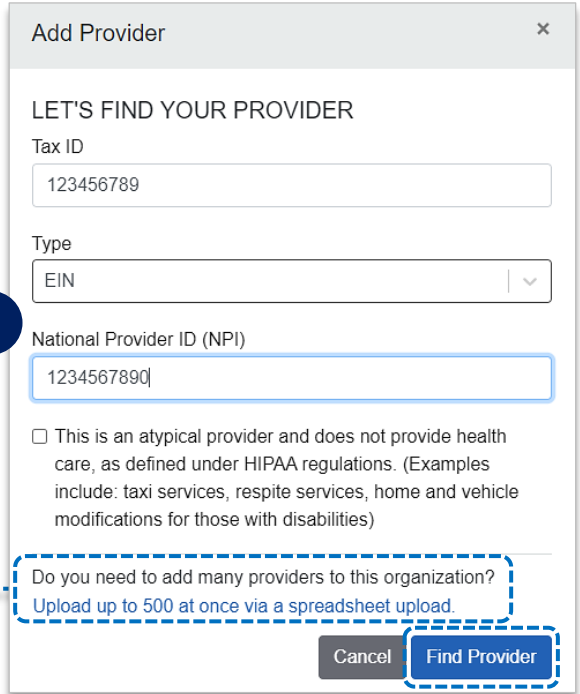


Providers

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

Search for a provider by name, taxonomy code, or address...

3 Enter the [Provider Tax ID](#) and [NPI numbers](#) and select [Find Provider](#)



Add Provider

LET'S FIND YOUR PROVIDER

Tax ID

Type

National Provider ID (NPI)

This is an atypical provider and does not provide health care, as defined 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.

3

Quick Tips:

- If you have multiple providers to add to your organization, select **“Upload up to 500 at once via spreadsheet upload.”**
- For more details, refer to the [Manage My Organization User Guide](#) published in the [Provider Tools section](#) of our website.



Associated provider information will return based on the NPI number entered.

- ▶ **Step 1:** Review and/or update the provider **Name** and **Primary Specialty/Taxonomy** and select **Next**
- ▶ **Step 2:** Review and/or update the provider **Identifiers** and select **Next**

1

1 2 3 4
Provider Information Identifiers Addresses Review

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

PROVIDER SEARCH RESULTS:

Village ABC Clinic

Provider Type
Group/Facility

Group Name/Facility Name
Village ABC Clinic

NPI
1234567890

Primary Specialty/Taxonomy
363L00000X Physician Assistants & Advanced Pr...

Back Next

2

1 2 3 4
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:

Village ABC Clinic

Primary Tax ID
Tax ID
123456789

Type
EIN

+ Add additional Tax ID

Identifiers
+ Add identifier

Back Next

- ▶ **Step 3:** Review and/or update the provider **Address** and select **Next**
- ▶ **Step 4:** Review all information, choose the **provider's relationship to your organization**, then click "**I certify that this provider's information and relationship to my organization information is correct**" and **Submit**

3

1 2 3 4
Provider Information Identifiers Addresses Review

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

Village ABC Clinic

Physical/Billing

123 Anywhere Drive
Suite 000
City, State 12345

+ Add an address

Back Next

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1 2 3 4
Provider Information Identifiers Addresses Review

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



Step 2: Access Plan Documents Viewer

- 1 ▶ Select **Payer Spaces** from the navigation menu
- ▶ Choose **Blue Cross and Blue Shield of Illinois**

- 2 ▶ On the **BCBSIL Payer Spaces** page, select **Applications**
- ▶ Choose **Plan Documents viewer**

- 3 ▶ Choose **Content Category** of **NDC Fee Schedule**
- ▶ Select the **Organization, NPI** and **Zip Code** from the drop-down lists
- ▶ Click **Submit**

The screenshot illustrates the user interface for accessing the Plan Documents Viewer. At the top, the navigation bar includes 'Availity', 'essentials', 'Notifications', and 'My Favorites'. Below this, a secondary navigation bar contains 'Patient Registration', 'Claims & Payments', 'My Providers', 'Reporting', 'Payer Spaces', and 'More'. A callout box labeled '1' points to the 'Payer Spaces' menu item, which has opened a dropdown showing the 'BlueCross BlueShield of Illinois' logo. A second callout box labeled '2' points to the 'Applications' tab in the main content area, which is highlighted with a dashed blue box. Below the tabs, the 'Plan Documents Viewer' link is selected, with a callout box labeled '3' pointing to the form below. The form contains four fields: 'Content Category' (NDC Fee Schedule), 'Organization' (ABC Organization), 'NPI' (1234567890), and 'Zip Code' (12345-1234). At the bottom right of the form, there are 'Reset' and 'Submit' buttons, with the 'Submit' button highlighted by a dashed blue box.



Step 3: Search Results

1 Search results include the following details for the **Content Category** selected:

- ▶ Document Name
- ▶ Description
- ▶ Effective Date range
- ▶ Hyperlink

▶ Select the **Hyperlink** to view, download and/or save the document(s)

2 Filter by Keyword or Date refines search results:

- ▶ Use **Filter by Keyword** to refine results in the *Document Name* and *Description* columns
- ▶ Use **Filter by Date** to refine results in the *Effective* column by using the date formats and examples provided

Plan Documents Viewer

NDC Fee Schedule

Filter by Keyword or Date

Quick Tip:
Sort the Document Name, Description, and Effective Date columns in ascending and/or descending order.

Content Category	Document Name	Description	Effective Date	Hyperlink
NDC Fee Schedule	NDC Fee Schedule - Nov 2023	NDC Fee Schedule	11/01/2023-11/30/2023	NDC Fee Schedule - Nov 2023
NDC Fee Schedule	NDC Fee Schedule - Oct 2023	NDC Fee Schedule	10/01/2023-10/31/2023	NDC Fee Schedule - Oct 2023
NDC Fee Schedule	NDC Fee Schedule - Oct 2023	NDC Fee Schedule	10/01/2023-10/31/2023	NDC Fee Schedule - Oct 2023
NDC Fee Schedule	NDC Fee Schedule - Sept 2023	NDC Fee Schedule	09/01/2023-09/30/2023	NDC Fee Schedule - Sept 2023

Filter by Date Formats and Examples

MM/YYYY (e.g., 11/2023)	MM-YYYY (e.g., 01-2023)	MMM DD YYYY (e.g., November 01 2023)
MM-DD-YYYY (e.g., 01-01-2023)	MM YYYY (e.g., 01 2023)	DDMMMYYYY – The month can be abbreviated or written fully. (e.g., 01Jan2023 or 01November2023)
YYYY (e.g., 2023)	MM/DD/YYYY (e.g., 01/01/2023)	MMMYYYY – The month can be abbreviated or written fully. (e.g., Nov2023 or November2023)

Have questions or need additional education?

Education or training, contact [BCBSIL Provider Education Consultants](#)

Be sure to include your name, direct contact information & Tax ID and/or billing NPI.

Technical Availity support, contact Availity Client Services at **800-282-4548**

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