

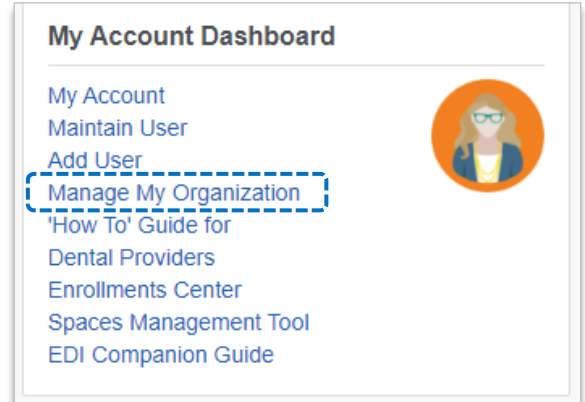


Manage My Organization in [Availity® Essentials](#) allows administrators and users to add provider(s) within your organization(s) or edit existing ones, for easy data entry when submitting transactions. Adding providers to Manage My Organization should be completed prior to utilizing the Availity self-service applications, as this ensures providers in your organization are available in the [Select a Provider](#) drop-down listing in each tool.

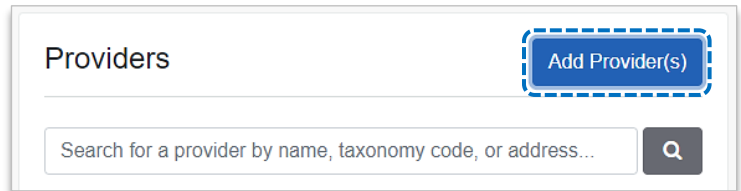
Note: Only administrators can view and edit business information for existing organization(s) in Manage My Organization.

Manage My Organization Setup

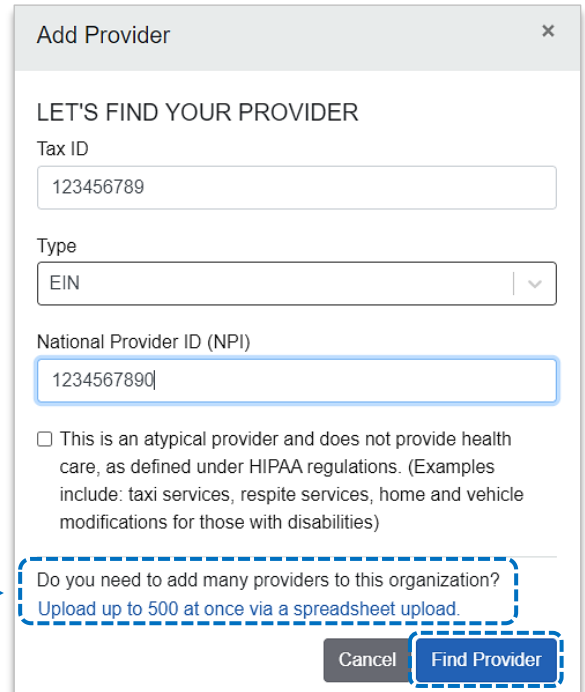
- ▶ Log into [Availity Essentials](#)
- ▶ Select **Manage My Organization** from My Account Dashboard on the Availity homepage



- ▶ Within **Manage My Organization**, select **Add Provider**



- ▶ Enter the Provider **Tax ID** and **NPI** numbers and select **Find Provider**



Quick Tip:

→ If you have multiple providers to add to your organization, select **"Upload up to 500 at once via spreadsheet upload."** Refer to pages [3](#) and [4](#) for more detailed instructions.

Manage My Organization Setup *(continued)*

Associated provider information will return based on the Tax ID and NPI numbers 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 Provider Information

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 Provider Information

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 Provider Information

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

4 Provider Information

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

Upload and Add Multiple Providers

Follow the steps below to upload and add up to 500 providers using a single comma separated value (CSV) file.

- ▶ After selecting **Add Provider** in **Manage My Organization**, click **Upload up to 500 at once via a spreadsheet upload**

Add Provider ✕

LET'S FIND YOUR PROVIDER

Fields marked with an asterisk * are required.

* Tax ID * Type * National Provider ID (NPI)

Enter Tax ID

EIN ▼

Enter 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.](#)

Cancel
Find Provider

- ▶ On the **Upload and enroll a list of providers** window, select **Download sample file** for the sample CSV file to download to your computer
- ▶ Open the CSV file, review the main heading columns, enter the **required** information and then **save**
- ▶ To upload the completed CSV file, click **Choose a file**, browse to the location of the CSV file on your computer and click **Open**

Upload and enroll a list of providers ✕

Upload up to 500 providers to ABC Organization

Upload spreadsheet of providers in .csv format.
 View instructions on bulk uploading providers. ⓘ

[Download sample file.](#)

+ Choose a file

NOTE: If you are including payer assigned provider identifiers (PAPI's) in your spreadsheet, the payer name must be correct. Please refer to the list of **Participating Payers** for exact spelling.

📄 bulk-upload-provi....csv ^

Back
Next

Quick Tips:

- The main heading row is required in the CSV file.
- Expand the height and width of the columns in the CSV file to review specific instructions on how to enter the format of the required or optional information.

Upload and Add Multiple Providers *(continued)*

- ▶ The CSV file displays on the **Upload and enroll a list of providers** window
- ▶ Select **Next**

Upload and enroll a list of providers ✕

Upload up to 500 providers to ABC Organization

Upload spreadsheet of providers in .csv format.
View instructions on bulk uploading providers. [?](#)

[Download sample file.](#)

bulk-upload-provider-roster-headers.csv

Quick Tip:
→ To remove the CSV file, click the **trash can** icon.

NOTE: If you are including payer assigned provider identifiers (PAPI's) in your spreadsheet, the payer name must be correct. Please refer to the list of **Participating Payers** for exact spelling.

Back Next

- ▶ **Review** any error messages associated with the information on the CSV file
- ▶ The message indicates which line items in the CSV file require corrections
- ▶ Correct the errors and then upload the CSV file again
 - **Green** = Successfully
 - **Red** = Errors

Upload and enroll a list of providers

Provider bulk upload completed with errors

File name: **papicsvMulti.csv**

- ✔ 3 provider(s) successfully added
- ✖ 1 provider(s) contained errors

Download all errors to a CSV file

The following providers were not added:

Line Number	Error Reason
5	Enter a valid primary specialty/taxonomy code.

NOTE: If the file name above looks incorrect, please click the 'Refresh' button below to refresh the results.

Refresh Close

Quick Tip:

→ When correcting errors in the CSV file, remove the rows for the successfully added providers to prevent duplicate errors of adding the same provider more than once. The CSV file you upload again should only contain the rows with the corrected provider information.

Have questions or need additional education? Email the BCBSIL [Provider Education Consultants](#).

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