

Provider Correspondence Viewer (PCV) is an online application accessible through Availity® Essentials that allows participating providers with Blue Cross and Blue Shield of Illinois (BCBSIL) to view, download and/or save specific documents related to the NPI and Tax ID associated with your Availity registration.

At this time, only participating facility providers with BCBSIL can use PCV to access and download documents related to Average Discount Percentage (ADP).

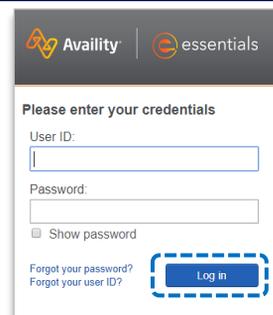
What are Average Discount Percentage? BCBSIL calculates an estimated discount percentage on an averaged basis that is utilized to determine patient cost-share, and which appears on the member's explanation of benefits as "ADP." These percentages are not used for purposes of calculating or making reimbursements to you or other providers, as those are determined based on our network contracts.

Stay informed... View the [News and Updates](#) and [Provider Tools](#) sections on our BCBSIL provider website to learn about other documents and/or reports as they become available through this application.

1) Getting Started

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

Not registered with Availity Essentials? Complete the online guided registration process today via [Availity](#), at no cost.

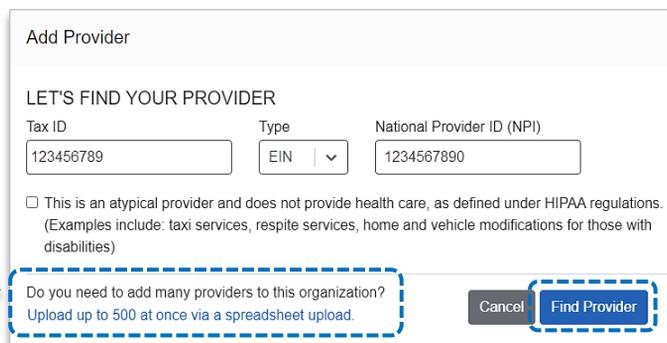


2) Manage My Organization (Administrator Setup)

To utilize this application, the Availity Administrators must first add the billing and/or rendering provider NPI and Tax ID numbers to [Manage My Organization](#).

- ▶ 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 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.

2) Manage My Organization (Administrator Setup) continued

Associated provider information will return based on the NPI number entered. Review and/or update the following information:

- ▶ **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 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 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"**
- ▶ Select **Submit**

3 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

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

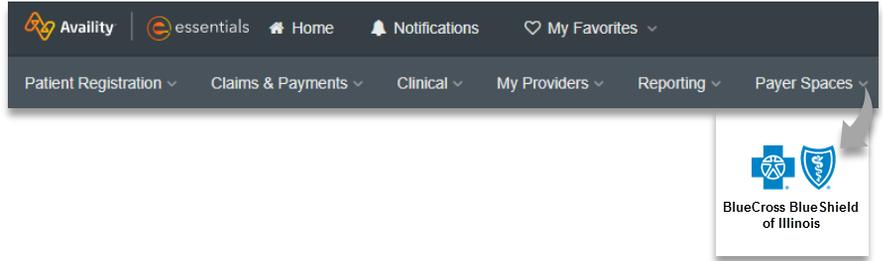
This is a third-party not directly affiliated with my organization (example: referred-to provider)

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

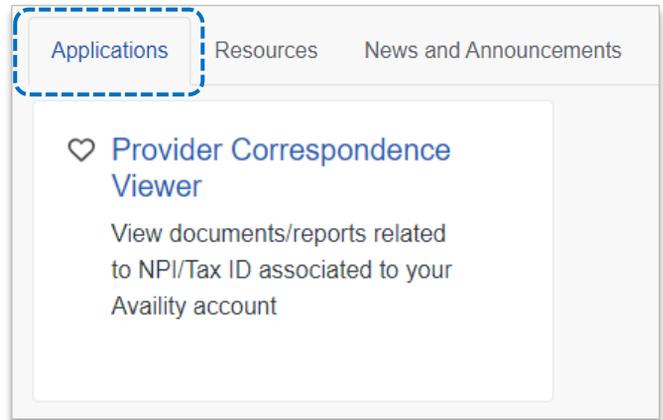
Back Submit

3) Accessing Plan Correspondence Viewer

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



- ▶ In the BCBSIL Payer Spaces section, select the **Applications** tab
- ▶ Select **Provider Correspondence Viewer**



4) Search Criteria

- ▶ Choose one of the following **Content Categories**:
 - ▶ ADP Report (*Average Discount Percentage*)
 - ▶ 2022Q3 ADP Report
 - ▶ 2022Q4 ADP Report
 - ▶ 2023Q1 ADP Report
 - ▶ 2023Q2 ADP Report
- ▶ Select the **Organization, Tax ID** and **NPI** from the drop-down lists
- ▶ Select the **Correspondence Effective Date Range** to include all quarters selected
- ▶ Click **Submit**

Provider Correspondence Viewer

***Content Category**

2023Q1 ADP Report x
2022Q4 ADP Report x
x | v

***Organization**

ABC Organization
| v

***Tax ID**

999999999
| v

***NPI**

1234567890
| v

Correspondence Effective Date Range

***Search Start Date**

01/01/2023
📅

***Search End Date**

04/11/2023
📅

Reset
Submit

5) Search Results

- ▶ Search results include the following details for the **ADP (Average Discount Percentage)** selected:
 - ▶ **Correspondence Type**
 - ▶ **Plan**
 - ▶ **Correspondence Subtype**
 - ▶ **Effective Date range**

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

Provider Correspondence Viewer

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Correspondence Type ↕	Correspondence Subtype ↕	Plan ↕	Effective Date ↕	Hyperlink
ADP (Average Discount Percentage)	2023Q1 ADP Report	IL	01/01/2023 - 03/31/2023	2023Q1 ADP Report
ADP (Average Discount Percentage)	2022Q4 ADP Report	IL	10/01/2022 - 12/31/2022	2022Q4 ADP Report
ADP (Average Discount Percentage)	2022Q3 ADP Report	IL	07/01/2022 - 09/30/2022	2022Q3 ADP Report

Previous

Quick Tip:

→ Sort the Document Correspondence Type, Correspondence Subtype, Plan, and Effective Date columns in ascending and/or descending order.

Filter by Keyword or Date:

- ▶ Use **Filter by Keyword** to refine results in the *Correspondence Type, Correspondence Subtype, and Plan* columns
- ▶ Use **Filter by Date** to refine results in the *Effective Date* column by using the below date formats and examples

Filter by Date Formats and Examples		
MM/YYYY <small>(e.g., 01/2023)</small>	MM-YYYY <small>(e.g., 01-2023)</small>	MMM DD YYYY <small>(e.g., January 01 2023)</small>
MM-DD-YYYY <small>(e.g., 01-01-2023)</small>	MM YYYY <small>(e.g., 01 2023)</small>	DDMMYYYY – <i>Note: The month can be abbreviated or written fully.</i> <small>(e.g., 01Jan2023 or 01January2023)</small>
YYYY <small>(e.g., 2023)</small>	MM/DD/YYYY <small>(e.g., 01/01/2023)</small>	MMMMYYYY – <i>Note: The month can be abbreviated or written fully.</i> <small>(e.g., Jan2023 or January2023)</small>

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.