

# Magellan Healthcare of Idaho

## Availity Essentials Payer Space – Accessing provider functions

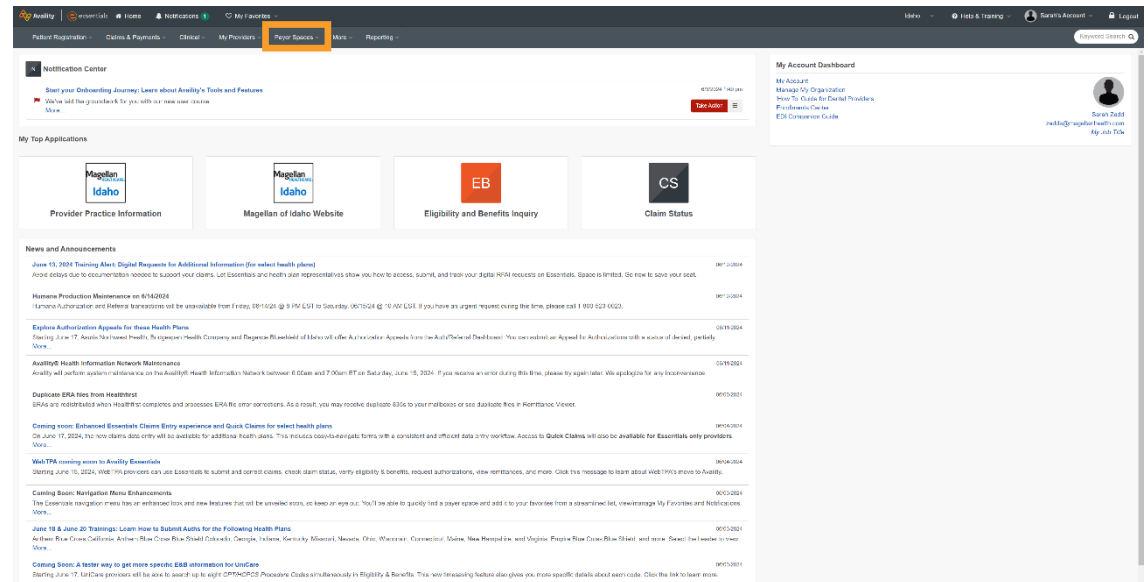
### Overview

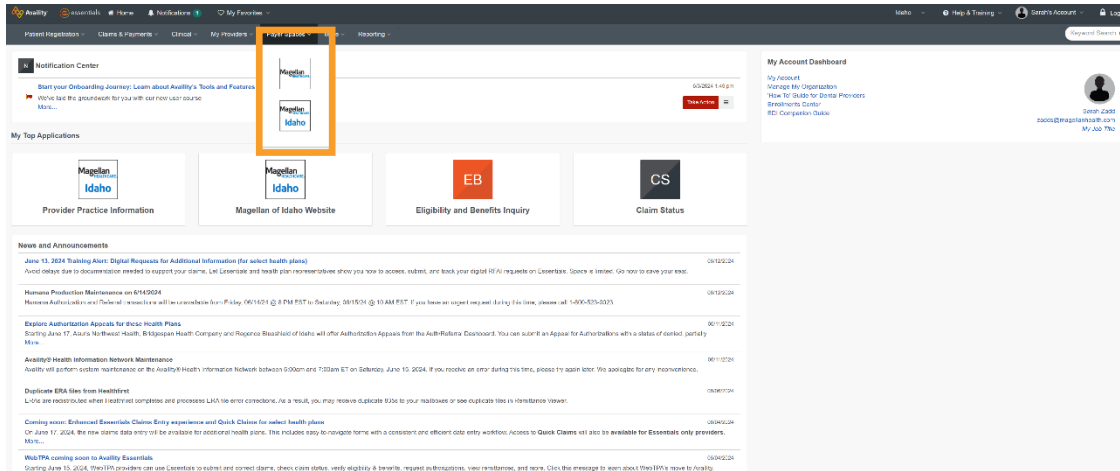
This step-by-step guide will help you access provider functions via Magellan Healthcare of Idaho’s Payer Space in Availity Essentials.

**NOTE:** If you don’t already use Availity Essentials, set up your account now. Click **Get Started** from the Availity home page (Availity.com). Availity has complimentary webinars and resources to help with your registration.

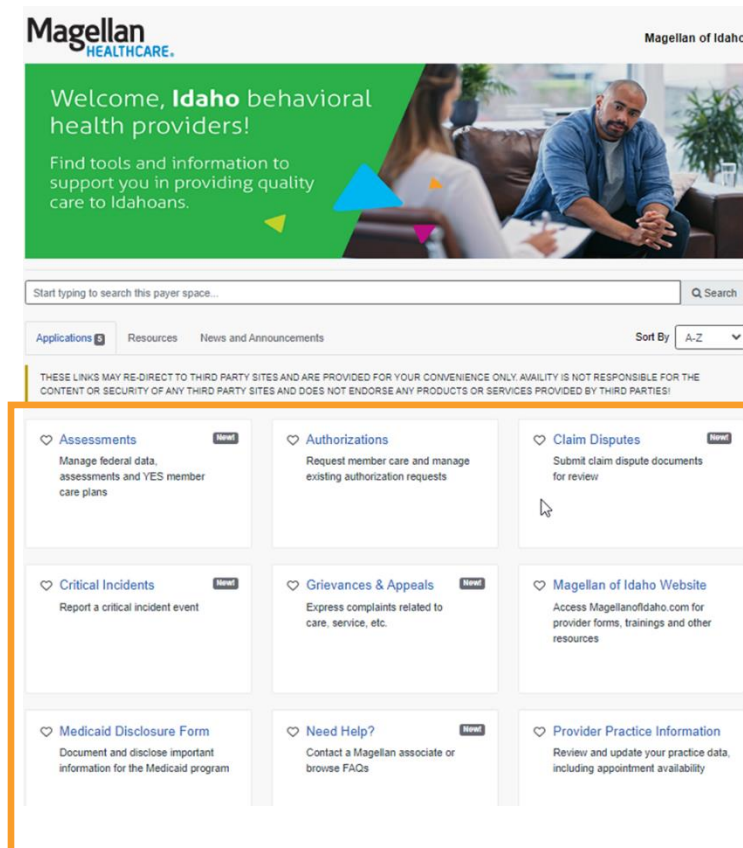
### Logging into Availity Essentials

- 1) Go to [www.Availity.com](http://www.Availity.com) to get started. (You can also find links to Availity on [Magellanofidaho.com](http://Magellanofidaho.com).)
- 2) Log in to Essentials using your secure username and password.
- 3) From the menu, click **Payer Spaces** and select the **Magellan Healthcare Idaho** tile from the drop-down. (**Note:** To see this tile, ensure “Idaho” is showing at the very top of the page as your state.)





4) From the Magellan Healthcare Idaho Payer Space, you can access a variety of Magellan provider functions.



**A. Assessments**

Where you enter a portal to access and manage federal data, assessments (e.g., CANS assessment) and YES member care plans

**B. Authorizations**

Where you enter a portal to request authorization for member care and check the status of an authorization

**C. Claim Disputes**

An online form where you can submit a dispute related to a claim

**D. Critical Incidents**

An online form where you can submit a critical incident report

**E. Grievances & Appeals**

Links to information on how to report grievances and appeals

**F. Magellan of Idaho Website**

Website where you can access provider forms, trainings and other resources

**G. Medicaid Disclosure Form**

An online form that all Medicaid providers must complete—see step #5 for details on how to access

**H. Need Help?**

Webpage that includes information on how to contact Magellan if you have questions

**I. Provider Practice Information**

- 1) Web application to keep your practice information up to date, required quarterly
- 2) The sections in the Provider Practice Information include:

- a) General Information
  - b) Office Contacts
  - c) Appointment Availability
  - d) Specialties, Languages & Age Range
  - e) Mailing Address & Professional Email Address
  - f) Financial Address
  - g) Service Address, Hours & Medicaid ID Information
  - h) Home Address
  - i) W-9 Form
  - j) Resign from Network
- 3) Provider Profile where you can update information about yourself or your practice/organization to appear in Magellan's Provider Search that members use to find care
  - 4) See step #5 for details on how to access.

**My Practice Info** Practice Information

Provider Data Change Form    Provider Profile

Select from the options below to edit your practice information.

123321123 GRANGER TESTRECORD, LILY (111111000) ▼

To change your billing Taxpayer Identification Number (TIN), you must complete and submit a [Form W-9](#).

You must click on each of the sections indicated with a **i** below, review your information (and update as needed), then click "I Attest".

**Important: Anytime you make an update to your information, you must click "I attest" for your change to be recorded.**

I attest that I have reviewed the data contained in the following sections:

- General Information
- Appointment Availability
- Specialties, Languages & Age Range
- Mailing Address & Professional Email Address
- Service Address, Hours & Medicaid ID Information

**I Attest**

General Information	<b>i</b>	?
Office Contacts		?
Appointment Availability	<b>i</b>	?
Specialties, Languages & Age Range	<b>i</b>	?
Mailing Address & Professional Email Address	<b>i</b>	?
Financial Address		?
Service Address, Hours & Medicaid ID Information	<b>i</b>	?
Home Address		?
W-9 Form		?
Resign from Network		?

- 5) Depending on whether you access the Medicaid Disclosure Form tile or Provider Practice Information tile first, the first time you access one of these functions, you must login using your Magellan username and password. Upon clicking either of these tiles, you'll see a brief form; you do not need to select any of the fields marked optional—simply click *Submit*. You'll then receive a message that you are redirecting to a third-party site, select *Submit* again and you will be on the Magellan platform.
- 6) If it is your first time signing in, you will use your Magellan username and password from the mailed letter you received about completing the Medicaid Disclosure Form.
  - A. Your username is your 9-digit Magellan ID (MIS).
  - B. If this is your first time signing in, your **temporary password** is:
    - 1) **[Individual providers]**: Your birth year followed by the last four digits of your Taxpayer Identification Number (Example: if birth year is 1960 and the last digits of TIN are 1234, password is "19601234.") You will be prompted to change the password.
    - 2) **[Group/organization]**: 2003 followed by the last four digits of your Taxpayer Identification Number. (Example: If the last four digits of the TIN are 1234, then the password is 20031234.) You will be prompted to change the password.
- 7) Upon signing in, you will access either the Medicaid Disclosure Form or Provider Practice Information.
- 8) If you cannot locate your letter from Magellan containing your username and temporary password, you may request your username and temporary password through the *Chat with us* function from either the Medicaid Disclosure Form or Provider Practice Information.



**Questions?** Contact our Network team at [IdahoProvider@MagellanHealth.com](mailto:IdahoProvider@MagellanHealth.com).