



Add a Provider with an NPI in Availity Essentials

Quick Reference Guide

Both administrators and non-administrators can add a provider to an organization in Availity Essentials from the **Manage My Organization – Providers** page.

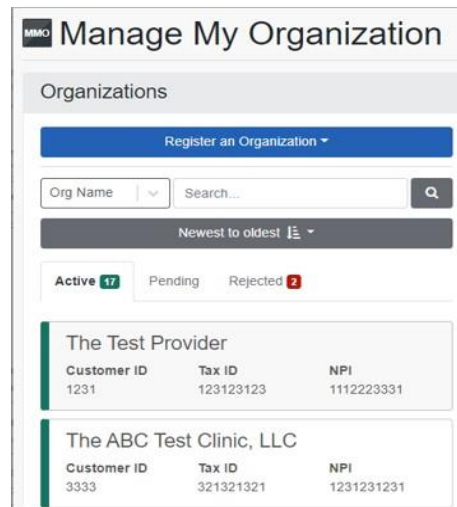
IMPORTANT: When you update a field on the **Manage My Organization** page using the **Add Provider(s)** feature for a provider or practitioner, these field entries only update the information in Availity Essentials and not in your Magellan provider record.

This Quick Reference Guide will provide guidance on adding a provider with an NPI in Availity Essentials.

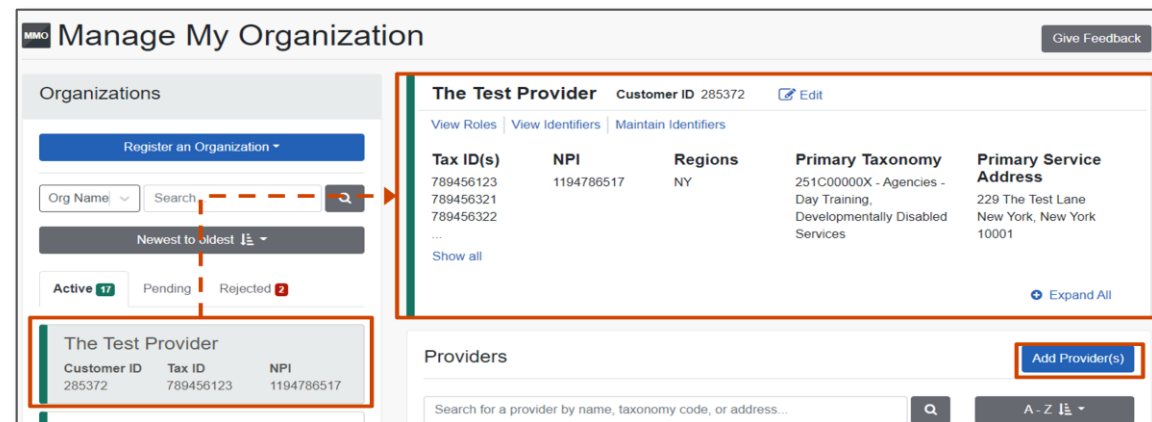
Add Provider with an NPI

Follow the steps below to add a provider with an NPI to your organization:

1. On the left side of the **Manage My Organization** page, click the Active tab.
2. Select the organization for which the provider is to be added.



3. Click **Add Provider(s)** in the **Providers** section in the organization details card for the organization located on the top right side of the page.



4. Enter or select information in the following fields on the **Add Provider** window to locate the provider, and then click **Find Provider**:
- a. **Tax ID** – Enter a valid Tax ID (no dashes).
 - b. **Type** – Select the type of Tax ID, either EIN or SSN. EIN can be either the employer ID or the business tax ID.
 - c. **National Provider ID (NPI)** – Enter a valid National Provider Identifier (NPI) that contains ten numeric digits and no dashes.

IMPORTANT: If there is a provider match, review and ensure all provider information is correct. Update any information that is missing or out of date.

The screenshot shows a window titled "Add Provider" with a close button (X) in the top right corner. Below the title bar, the text "LET'S FIND YOUR PROVIDER" is displayed. There are three input fields: "Tax ID" with a placeholder "Enter Tax ID", "Type" with a dropdown menu currently showing "EIN", and "National Provider ID (NPI)" with a placeholder "Enter NPI". Below these fields is a checkbox with the text: "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)". At the bottom of the window, there is a question: "Do you need to add many providers to this organization? Upload up to 500 at once via a spreadsheet upload." and two buttons: "Cancel" and "Find Provider".

5. Click **Next**.

NOTE: If Availity does not find a provider with an NPI matching the provider entered, the application displays a message indicating it could not find a provider. You will need to manually add the provider.

Add Provider

1 **Provider Information** | 2 Identifiers | 3 Addresses | 4 Review

Looks like there's a match!

Please review and/or update all of this provider's information.

PROVIDER SEARCH RESULTS:

TESTER, JANE

Provider Type
Individual


Provider First Name	Provider Middle Name	Provider Last Name
JANE	E	TESTER

NPI 1629332242 | **Primary Specialty/Taxonomy** 363AM0700X Physician Assistants & Advanced Practice Nursing Providers|Physician Assistant|Medical

[Back](#) [Next](#)

- Click **“Add Additional Tax ID”** to add more tax ID numbers.


TIP: You can add up to 25 additional Tax ID numbers. At the bottom of the page, if you attest that the provider is part of your organization, these additional Tax ID numbers become the provider's secondary Tax ID numbers.

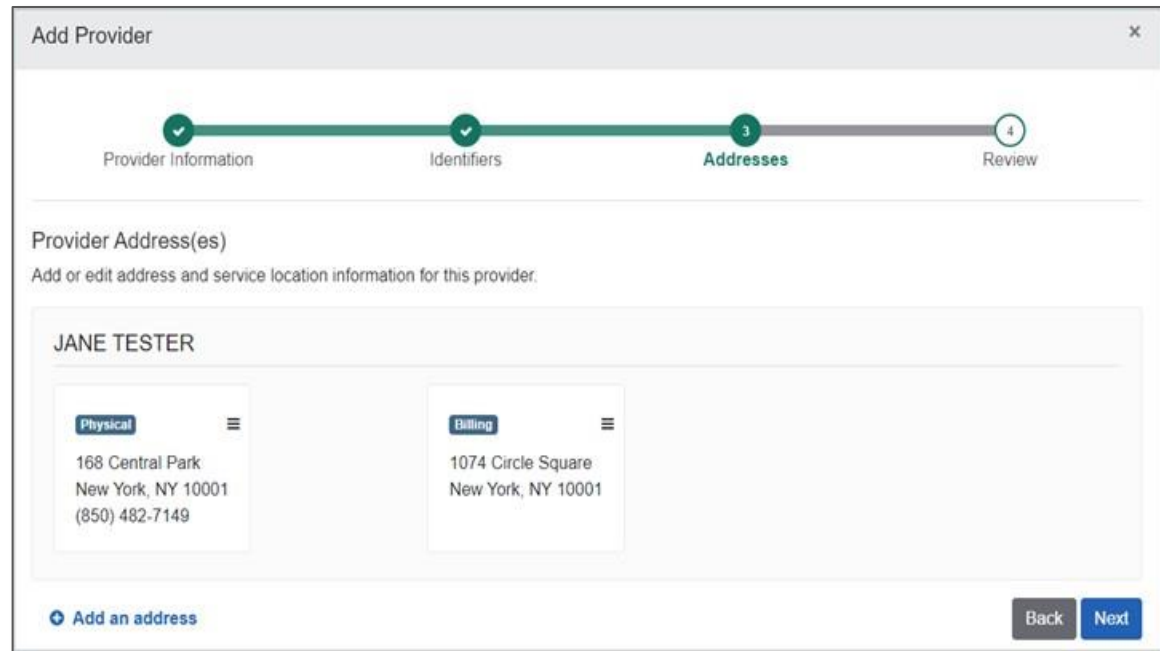
- Enter a valid Taxpayer Identification Number in the **Primary Tax ID** field.
- Click the remove  icon to remove the Tax ID from the provider.

- Click **Add identifier** to add identifier types to the provider, and then select the appropriate ID type.

8. Click **Next** and review the information on the View/Edit provider page.
9. Click **Add an address** to add addresses and service location information for the provider.
 - a. Select the type of address.
 - b. Enter information in the required fields.
 - c. Click **Add Address**. The address is added to the page.
 - d. Click the **Next** button.

IMPORTANT: Include at least one billing address and one physical address associated with the provider. If the address applies to both the billing address and physical address, select **Physical and Billing Address** in the **Address Type** field.

NOTE: Next to each address, click the action menu , and then click **Edit** to change the address or click **Delete** to remove the address from the provider.



The screenshot displays the 'Add Provider' interface. At the top, a progress bar shows four steps: 'Provider Information' (completed with a green checkmark), 'Identifiers' (completed with a green checkmark), 'Addresses' (active, highlighted in green with a '3' in a circle), and 'Review' (next step, highlighted in grey with a '4' in a circle). Below the progress bar, the section is titled 'Provider Address(es)' with the instruction 'Add or edit address and service location information for this provider.' The provider's name 'JANE TESTER' is displayed. Two address cards are shown: one for 'Physical' address (168 Central Park, New York, NY 10001, (850) 482-7149) and one for 'Billing' address (1074 Circle Square, New York, NY 10001). At the bottom left, there is a blue button with a plus icon and the text 'Add an address'. At the bottom right, there are two buttons: 'Back' (grey) and 'Next' (blue).

- Review all information and click **Edit** next to each section—**Provider information, Identifiers, Address**—to update or change information.

Add Provider

Provider Information Identifiers Addresses Review

Review all of the information provided below and ensure that everything is correct.

TESTER, Jane Elizabeth (Individual) [Edit](#)

Primary Specialty
251B00000X AGENCIES|CASE
MANAGEMENT|NOT
APPLICABLE

- Select one of the required options that describes the provider's relationship to the organization:
 - This provider is a part of my organization** – Select this option to allow the provider's Tax ID to be part of the organization.
 - This is a third-party not directly affiliated with my organization (example: referred-to provider)** – Select this option if the provider is not part of the organization.
 - Select the check box to indicate the provider's information is correct.

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

12. Click the **Submit** button.

RESULT: The provider is now associated with the organization and will display on **the Manage My Organization** page.