Provider Claims Reporting Tool Updates - User Guide

Subscribe to receive regular claims status reports emailed to you as an Excel workbook. Below are screenshots detailing the subscription process that will enable you to automatically receive claims status reports at your selected frequency (monthly, weekly or ad hoc range).

Step 1: Login to Your Availity Account and Select Payer Space and TriWest.
Step 2: Select Provider Claims Reporting Tool.
Step 3: On the Drop-Down, Select the Appropriate Tax ID.

Step 4: Click ‘Add New Subscription’ Button.

Note: If this is your first visit and you have not set up a subscription, you will not see data populated in the fields.
Step 5: Enter Email Address and Select Subscription Frequency. Click ‘Submit.’