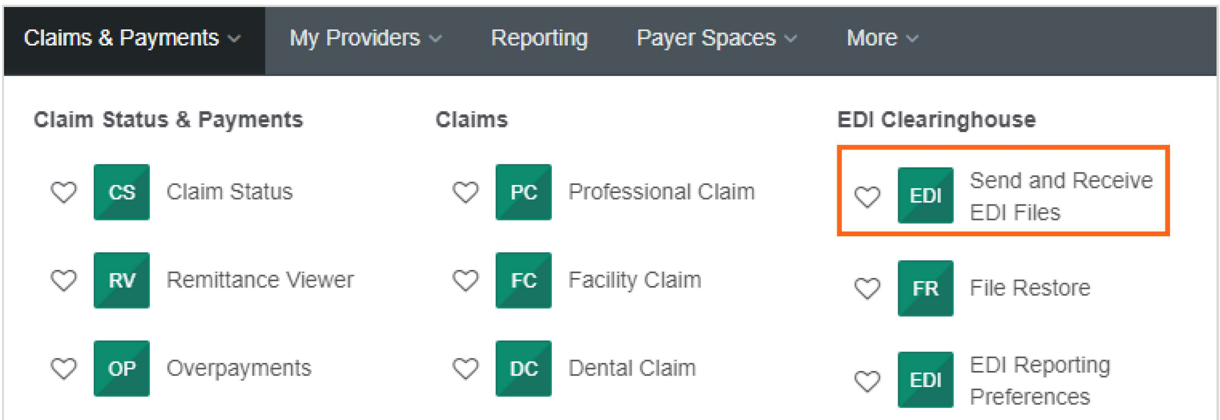
Upload transaction files through Availity Essentials

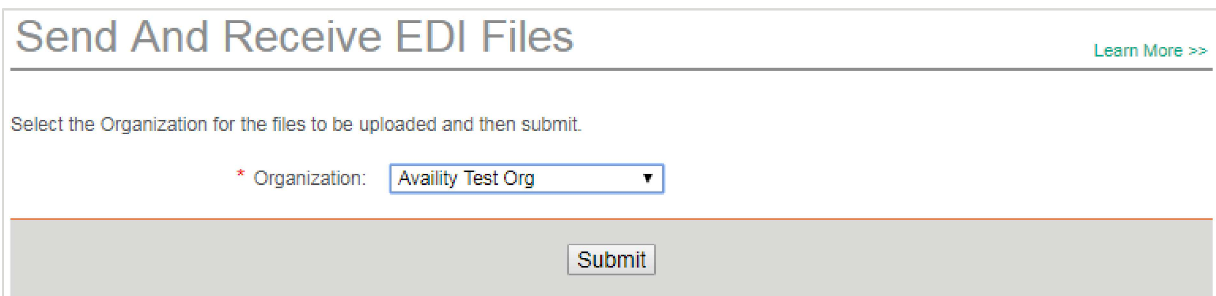
Note: In order to send and receive files through Availity Essentials you'll need to have both cookies and javascript enabled in your browser.

To upload an EDI batch file of transactions through Availity Essentials, follow these steps:

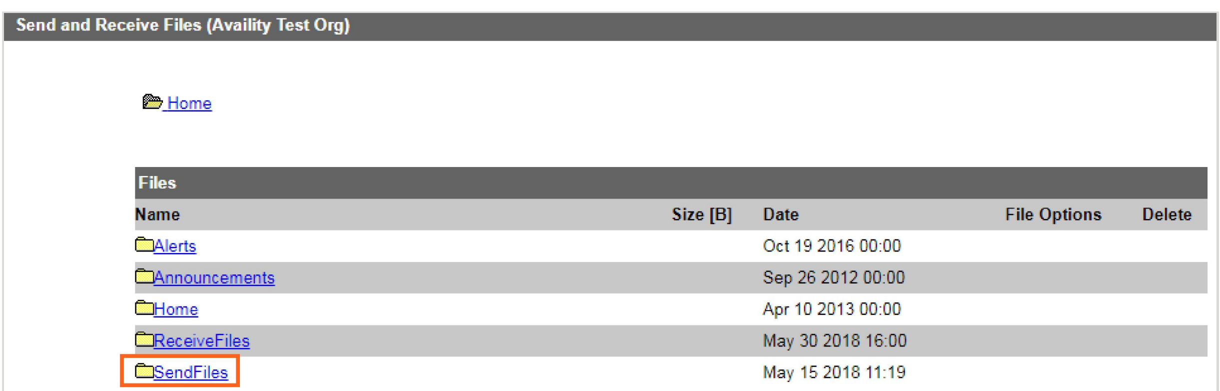
1. In the Availity Essentials menu bar, click **Claims & Payments | Send and Receive EDI Files**.



2. In the **Organization** field, on the Send and Receive EDI Files page, select the appropriate organization, and then click **Submit**.

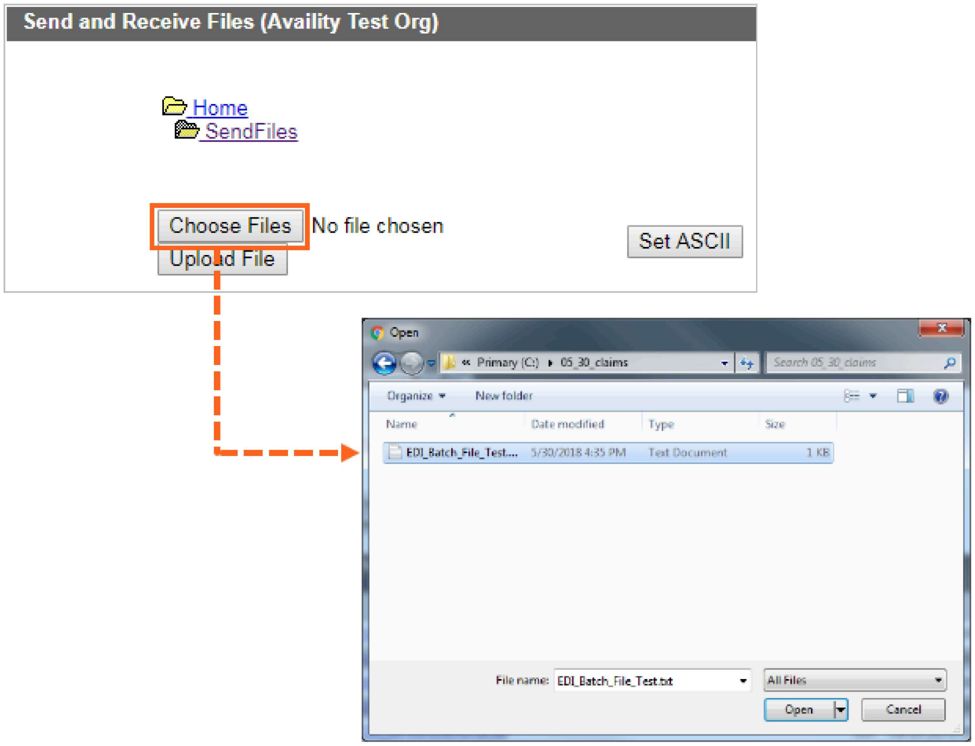


3. On the Send and Receive Files page, click **SendFiles** to upload files to Availity.

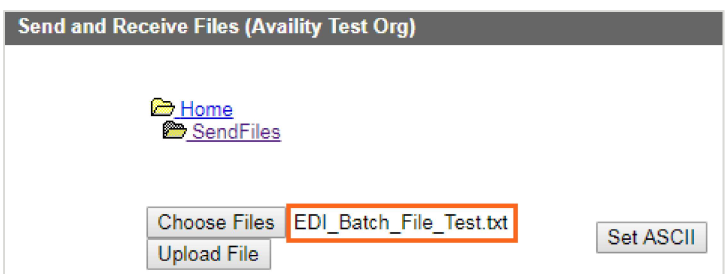


4. Click **Choose Files**, select the file that you want to upload, and then click **Open**.

Availity



5. Verify that the file displayed to the right of the **Choose Files** button is the file you want, and then click **Upload File**. Availity will then process the file that you uploaded.



Availity returns a notification file to your **SendFiles** folder indicating whether a batch file was accepted for processing. For details, see the topic on the Notification file on page 76.

Important: Availity removes and archives the notification files from the **SendFiles** folder each night, whether or not they've been downloaded.

Download EDI response files from Availity Essentials

Availity's batch EDI processing generates response files for each batch file that you submit. When you're manually uploading batch files through Availity Essentials, you'll want to retrieve all response files on a regular basis to track the transactions that you submitted. Your administrator can specify which responses you receive.

Note: You'll also want to retrieve response files if you're submitting claims from Availity online claim forms and the claim response page indicates that the health plan processes claims in batches.

Response files include Acknowledgements, Immediate Batch Reports, Immediate Batch Reports Plus, Electronic Batch Reports, and Delayed Payer Reports.

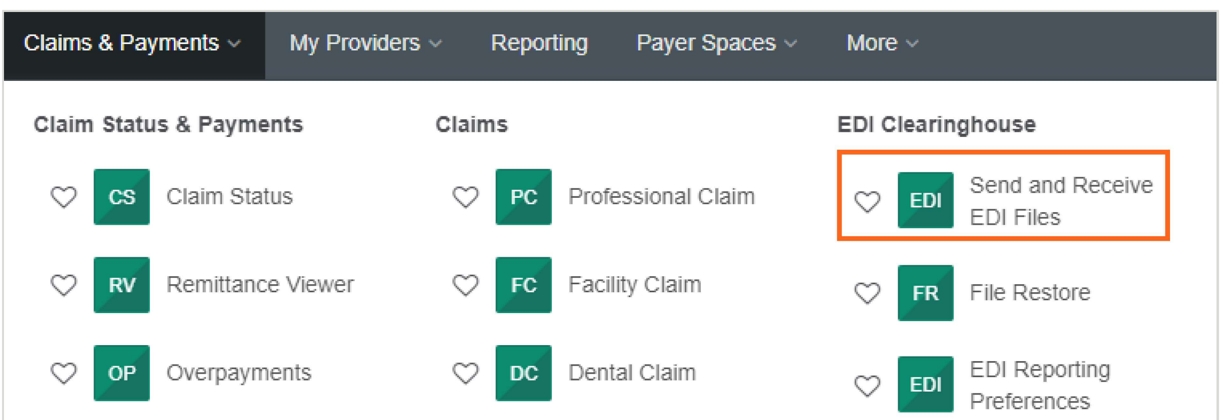
- Acknowledgements identify file-level issues.
- Immediate Batch Reports, Immediate Batch Reports Plus, Electronic Batch Reports, and Delayed Payer Reports identify claim-level issues. They contain the information needed to correct and resubmit transactions.

And if you elected to receive electronic remittance advice files (also known as ERAs and 835 files) through the Availity Health Information Network, you'll retrieve those files from the same location as your response files.

Note: In order to send and receive files through Availity Essentials you'll need to have both cookies and javascript enabled in your browser.

To download response files from Availity Essentials, follow these steps:

1. In the Availity Essentials menu bar, click **Claims & Payments | Send and Receive EDI Files**.



2. In the **Organization** field, on the Send and Receive EDI Files page, select the appropriate organization, and then click **Submit**.