

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**.

The screenshot shows the Availity Essentials menu bar with the following items: Claims & Payments (selected), My Providers, Reporting, Payer Spaces, and More. Below the menu bar, there are three columns of navigation options:

- Claim Status & Payments:** CS Claim Status, RV Remittance Viewer, OP Overpayments.
- Claims:** PC Professional Claim, FC Facility Claim, DC Dental Claim.
- EDI Clearinghouse:** EDI Send and Receive EDI Files (highlighted with a red box), FR File Restore, EDI EDI Reporting Preferences.

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

The screenshot shows the "Send And Receive EDI Files" page. It features a "Learn More >>" link in the top right corner. Below the title, there is a instruction: "Select the Organization for the files to be uploaded and then submit." A dropdown menu labeled "* Organization:" is set to "Availity Test Org". A "Submit" button is located at the bottom of the form.

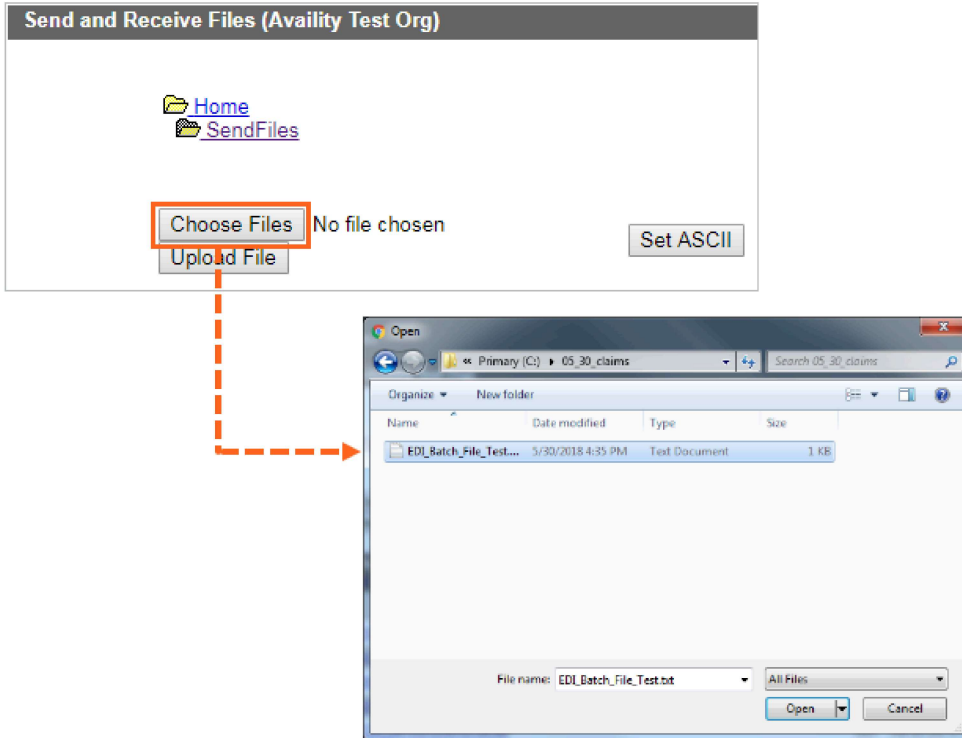
3. On the Send and Receive Files page, click **SendFiles** to upload files to Availity.

The screenshot shows the "Send and Receive Files (Availity Test Org)" page. It features a "Home" link at the top. Below it, there is a table of files:

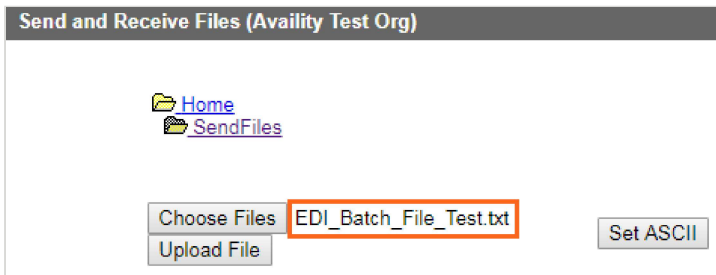
Name	Size [B]	Date	File Options	Delete
Alerts		Oct 19 2016 00:00		
Announcements		Sep 26 2012 00:00		
Home		Apr 10 2013 00:00		
ReceiveFiles		May 30 2018 16:00		
SendFiles		May 15 2018 11:19		

The "SendFiles" link is highlighted with a red box.

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



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**.

The screenshot shows the Availity Essentials menu bar with the following items: Claims & Payments (selected), My Providers, Reporting, Payer Spaces, and More. Below the menu bar, there are three columns of options: Claim Status & Payments, Claims, and EDI Clearinghouse. The 'Send and Receive EDI Files' option in the EDI Clearinghouse column is highlighted with a red box.

Claim Status & Payments	Claims	EDI Clearinghouse
CS Claim Status	PC Professional Claim	EDI Send and Receive EDI Files
RV Remittance Viewer	FC Facility Claim	FR File Restore
OP Overpayments	DC Dental Claim	EDI EDI Reporting Preferences

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

The screenshot shows the 'Send And Receive EDI Files' page. The title is 'Send And Receive EDI Files' with a 'Learn More >>' link. Below the title, there is a text prompt: 'Select the Organization for the files to be uploaded and then submit.' Below this, there is a dropdown menu for 'Organization' with 'Availity Test Org' selected. At the bottom of the form, there is a 'Submit' button.