Attachment workflow matrix

Availity Essentials options for adding an attachment(s) in an application.	Availity Essentials workflow	Where can I find a record of the attachment(s) I submitted?	When I submit an attachment(s), where does the file(s) go?
When I submit a professional claim, I need to attach a file. **(Preferred method)**	1. Claims & Payments > Professional Claim. 2. In the **Transaction** field, select **Professional Claim**. 3. In the Attachments section, select the **ATTACHMENTS** option and follow the prompts to add the file(s).	Track the attachment in the Attachments Dashboard: **Claims & Payments | Attachments - New | Sent and History tabs**	Attachment(s) are sent to the health plan.
When I submit a facility claim, I need to attach a file. **(Preferred method)**	1. Claims & Payments > Facility Claim. 2. In the **Transaction** field, select **Facility Claim**. 3. In the Attachments section, select the **ATTACHMENTS** option and follow the prompts to add the file(s).	Track the attachment in the Attachments Dashboard: **Claims & Payments | Attachments - New | Sent and History tabs**	Attachment(s) are sent to the health plan.

Availity Essentials options for adding an attachment(s) in an application.

After I submit a claim, I need to attach one or more files to a pending claim.

Note: If a claim is finalized, submit a new claim with the requested file attachments (see above).

Availity Essentials workflow

1. In the Availity Essentials menu bar, click **Claims & Payments | Claim Status**.

2. Use the claim status application to:

   • Search for claims.

   • View a claim's status.

3. On the claim status results details page, click the **Send Attachments** button to add the file(s).

Where can I find a record of the attachment(s) I submitted?

Track the attachment in the Attachments Dashboard: **Claims & Payments | Attachments - New | Sent and History tabs**

When I submit an attachment(s), where does the file(s) go?

Attachment(s) are sent to the health plan.

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