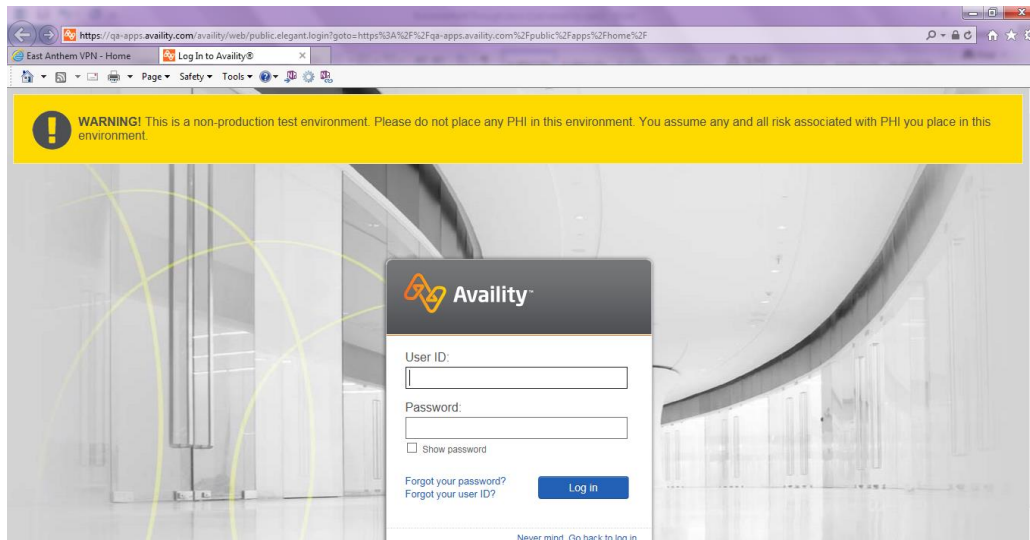


## Guide to Access Nursing Facility Reports

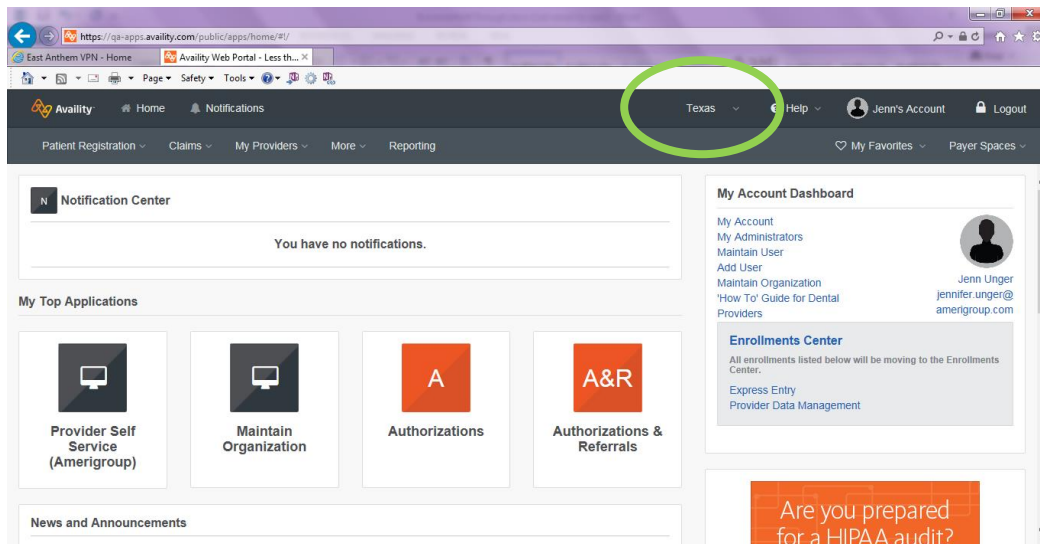
### Logging in to Availity

Please log in to the Availity\* Portal or copy/paste the following URL into your browser window:  
<https://apps.availity.com/availability/web/public.elegant.login>.

After navigating to the above URL, the login screen will prompt the user to enter their username and password.



Once successfully logged in to the secure site, the page will display the *Texas* region (if not, use the drop-down to select it).



\* Availity, LLC is an independent company providing administrative support services on behalf of Amerigroup.

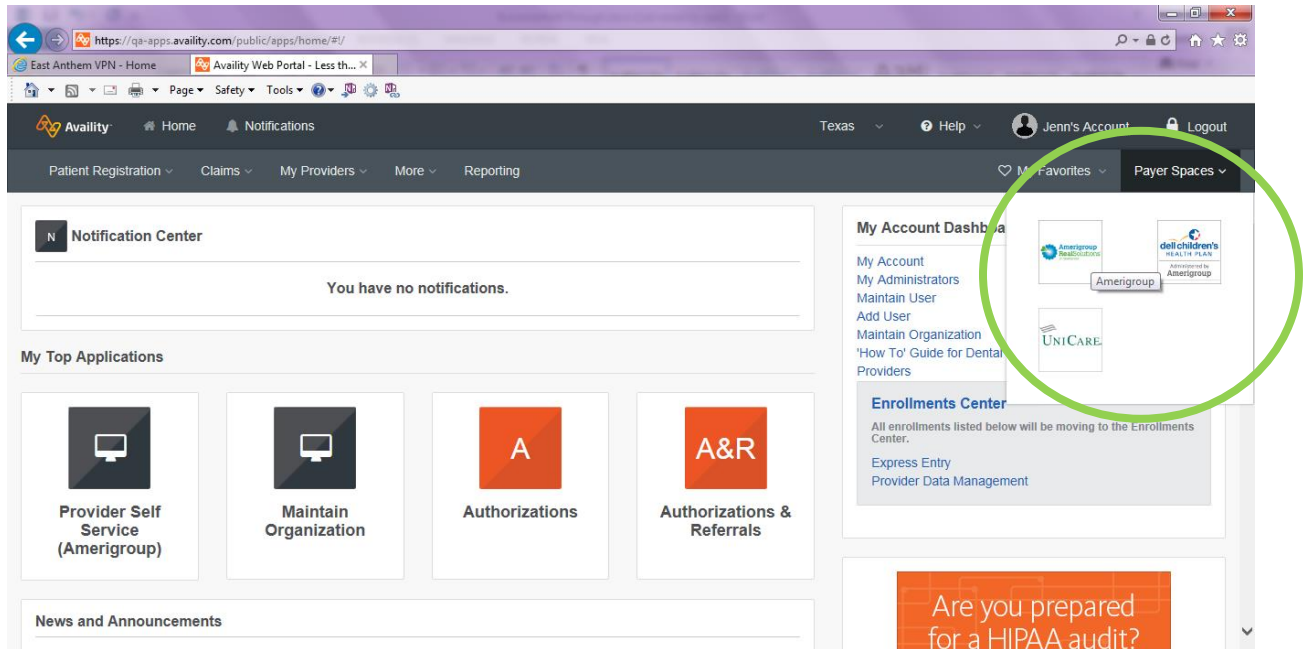
<https://provider.amerigroup.com>

Amerigroup members in the Medicaid Rural Service Area and the STAR Kids program are served by Amerigroup Insurance Company; all other Amerigroup members in Texas are served by Amerigroup Texas, Inc.

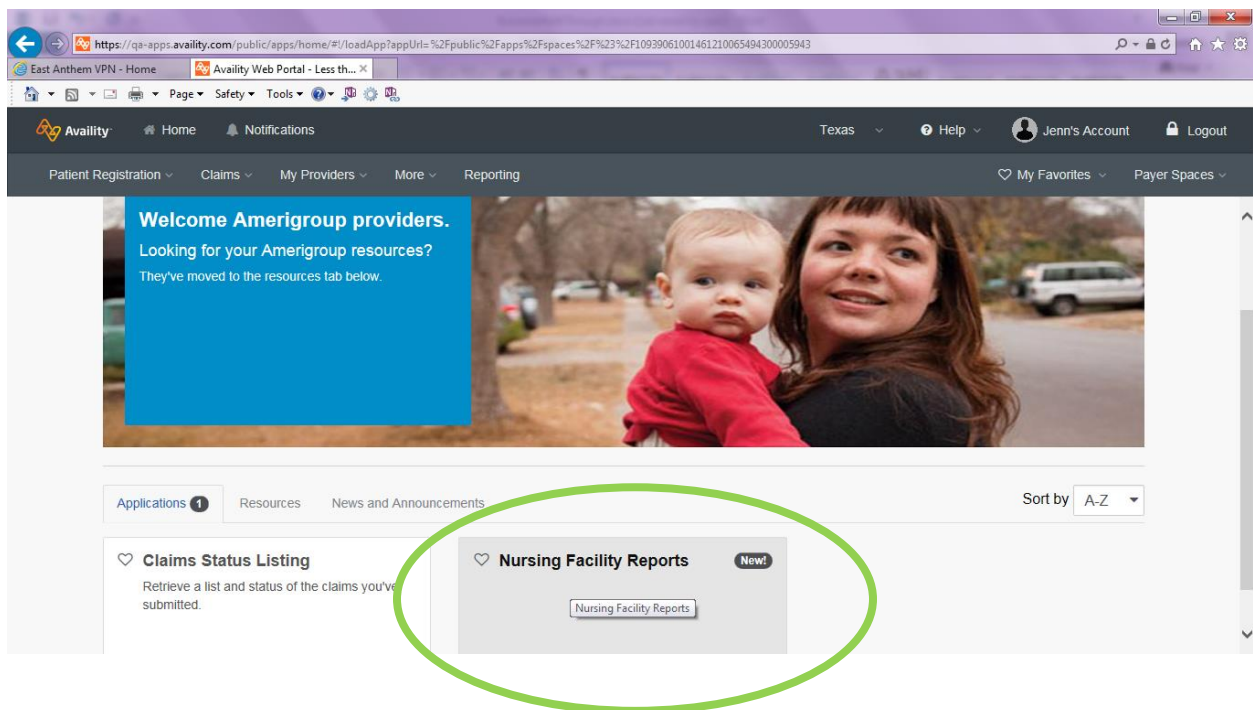
Amerigroup STAR+PLUS MMP (Medicare-Medicaid Plan) is a health plan that contracts with both Medicare and Texas Medicaid to provide benefits of both programs to enrollees.

## Accessing the Payer Spaces Applications in Availity

For the Texas region, after selecting **Payer Spaces**, you will see the *Amerigroup* icon. Select it to get to the Payer Spaces Applications, which are specific to Amerigroup in Texas.



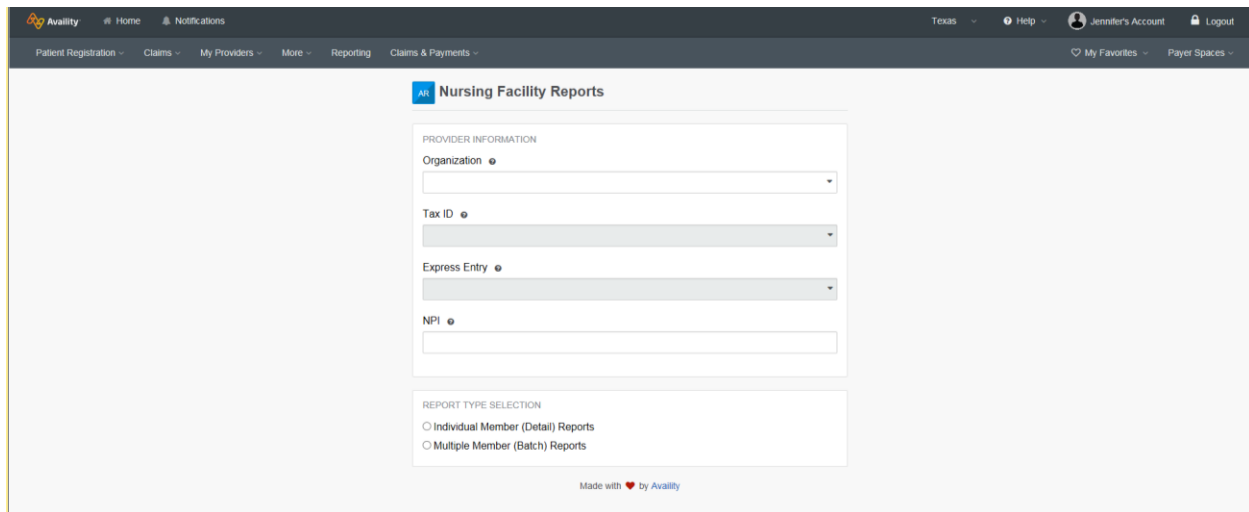
On the Amerigroup landing page, you will see the *Nursing Facility Reports* icon.



## Nursing Facility Reports landing page

The main screen for the *Texas Nursing Facility Reports* prompts the user to select the **Provider Information** first. The fields listed below — organization, tax ID, express entry — are built from the provider user account on Availity and will contain only those organizations and TINs that the provider set their account up with.

Provider TIN and NPI are validated against the Amerigroup system after specific report criteria is entered on the next screen and the user has selected the **Download Report** button.



The screenshot shows the Availity website interface for the "Nursing Facility Reports" page. The top navigation bar includes the Availity logo, Home, Notifications, Texas, Help, Jennifer's Account, and Logout. Below this is a secondary menu with Patient Registration, Claims, My Providers, More, Reporting, and Claims & Payments. The main content area is titled "Nursing Facility Reports" and contains a form with two sections: "PROVIDER INFORMATION" and "REPORT TYPE SELECTION". The "PROVIDER INFORMATION" section has four fields: Organization (a dropdown menu), Tax ID (a dropdown menu), Express Entry (a dropdown menu), and NPI (a text input field). The "REPORT TYPE SELECTION" section has two radio button options: "Individual Member (Detail) Reports" and "Multiple Member (Batch) Reports". At the bottom of the form, there is a small text that says "Made with ❤️ by Availity".

## Report Type Selection

The user can select from two report type categories at the bottom of the initial screen — **Individual Member** and **Batch Reports**. After the user selects one of the options, they are presented with the specific reports available under each.

This selection will drive them to the next screen to enter the specific criteria information (dates and/or member info) to retrieve the selected report.

### REPORT TYPE SELECTION

- ☐ Individual Member (Detail) Reports
- ☐ Multiple Member (Batch) Reports

## Selecting Member Detail Reports

After selecting the **Individual Member (Detail) Reports** type, the user will see the option to select either the *Post-Billing Audit* or the *Individual Member MESAVE* report. Descriptions of each are included with the selection buttons on the bottom of the screen.

**Availity** Home Notifications Texas Help Jen's Account Logout

Patient Registration Claims My Providers More Reporting My Favorites Payer Spaces

### Nursing Facility Reports

**PROVIDER INFORMATION**

Organization AGP Texas

Tax ID 741835564

Express Entry

NPI 1598156341

**REPORT TYPE SELECTION**

☒ Individual Member (Detail) Reports

☐ Multiple Member (Batch) Reports

**Member Detail Report Options**

**Post-Billing Audit Report**  
Retrieve post-billing information for up to two years ago for an individual member.

Select Post Billing Audit

**Individual Member MESAVE**  
Full MESAVE data for an individual member.

Individual Member Detail

## Post-Billing Audit Report

The *Post-Billing Audit Report* will allow providers to pull claims and payment details for a specific member for a period of up to two years from current date. The Provider User must enter the member details — Amerigroup member ID or Medicaid ID, member last name and member date of birth — along with the date span for the report before clicking the **Download Report** button. Report data is provided in a **.csv/.xls** file download, which will appear at the bottom of the window in the download pane.

**Availity** Home Notifications Texas Help Jen's Account Logout

Patient Registration Claims My Providers More Reporting My Favorites Payer Spaces

### Individual Member Report Request

**REPORT CRITERIA**

Desired Member Detail Report  
Post-Billing Audit

Amerigroup ID Medicaid ID

Member Last Name

Member Date of Birth

**Dates of Service**  
Retrieve post-billing information from up to two years ago

Select Range From 05/01/2015 To 05/10/2017

View Report Download Excel Report

Made with by Availity

[illegible]

The *MESAV Report* provides a compilation of member eligibility, authorization, copay/applied income, and billing information for a single member with two years of history in a **.pdf** file format. The provider user must enter member details — Amerigroup or Medicaid ID, last name, and date of birth — before selecting the **Download Report** button.

Page 5 of 8

Sample Individual MESAV Report:



**MESAV Inquiry Report**  
version 1.0

Client Inquiry Information					
Name		County		Amerigroup Subscriber ID	
Date Of Birth		Address		Gender	
Medicare ID		SSN		Medicaid ID	

Recertification Date Info	
Recertification Date	

Service Authorization/Details								
Effective Date	End Date	Status	Service Group	Service Code	Referral #	Units (Type)	NPI/API	Last Updated Date

Medicaid Eligibility	
Effective Date	End Date

Monthly Units Information					
Date	Service Group	Service Code	Max Available	Paid	Remaining

Client Levels				
Effective Date	End Date	Level	LevelType	Last Processed Date

Applied Income/Co-Payment (Client Responsibility)				
Effective Date	End Date	Payment Amount	Payment Type	Last Processed Date

Member's Other Insurance Policies						
Subscriber Id	Insurance Type	Insurance Order	Effective Date	Termination Date	Policy Id	Insurance Name

Other Insurance Policy Details							
Insurance Name	Address1	Address2	City	State	Zip	Phone	

## Selecting Batch Reports

Batch reports are available to give the provider user a high-level view of the entire Amerigroup member population within their facility. The report type selection of **Multiple Member (Batch) Reports** gives the user the option of either a pre-billing or post-billing batch download.

The screenshot shows the Availity web application interface. At the top, there is a navigation bar with the Availity logo, Home, Notifications, Texas, Help, Jenn's Account, and Logout. Below this is a secondary navigation bar with Patient Registration, Claims, My Providers, More, and Reporting. The main content area displays the NPI selection process. A text box contains the NPI number 1598156341. Below this, the 'REPORT TYPE SELECTION' section shows two radio buttons: 'Individual Member (Detail) Reports' and 'Multiple Member (Batch) Reports', with the latter selected. Under 'Batch Report Options', there are two boxes: 'Pre-Billing Batch Report' (Search within the past 30 days) and 'Post-Billing Batch Report' (Search for a maximum span of 3 months within the past 2 years). Each box has a 'Select' button. At the bottom, it says 'Made with ❤ by Availity'.

## Pre-Billing Batch Report

The *Pre-Billing Batch Report* provides a high-level overview of service authorization spans, daily RUG, and monthly applied income (AI) for all members who have active authorizations associated with the entered TIN and NPI. The user must select or enter a custom date range, which can be no more than 31 days before the current date. This report is available as a **.csv/.xls** download.

The screenshot shows the 'Multiple Member Report Request' form in the Availity web application. The form is titled 'Multiple Member Report Request' and has a blue 'AR' icon. It contains a 'REPORT CRITERIA' section with a 'Desired Batch Report' dropdown menu set to 'Pre-Billing Batch'. Below this is a 'Dates of Service' section with a text box stating 'Search for a maximum 31 day span back from today's date.' There are two input fields for 'From' and 'To' dates, separated by an 'OR' button. A 'Download Report' button is located at the bottom right of the form.

### Sample Pre-Billing Batch Report:

Report Type	Nursing Facility - Pre-Billing Batch													
Provider NPI	Provider NPI is the NPI which was entered in the search criteria													
As of Date Range	The Report can be run for a max of 31 days prior to the current date													
Resident Name	Amerigroup Subscriber ID	Member Medicaid ID	Member Medicare ID	Eligibility Begin Date	Eligibility End Date	Service Authorization Effective Date	Service Authorization End Date	Level of Service Begin Date	Level of Service End Date	Level Type	Level Amount	Applied Income Begin Date	Applied Income End Date	Monthly Applied Income Amount

### Post-Billing Batch Report

The *Post-Billing Batch Report* provides a summary of all claims information to support billing reconciliation activities. The report contains a view of claim dates of service, RUG/LOS value, units and amount paid, monthly AI for the claims span, and the LOS Rate paid. The user must select or enter a custom date range not to exceed three months prior to the current date. This report is downloaded as a **.csv/.xls**.

Availity

Home

Notifications

Texas

Help

Jenn's Account

Logout

Patient Registration

Claims

My Providers

More

Reporting

My Favorites

Payer Spaces

AR Multiple Member Report Request

REPORT CRITERIA

Desired Batch Report

Post-Billing Batch

Dates of Service

Search for a maximum span of 3 months within the past 2 years.

Select Range

From

To

OR

Download Report

### Sample Post-Billing Batch Report:

Report Type	Nursing Facility Post-Billing Batch									
Provider NPI										
As of Date Range	<div>Report can be run for up to a 92 day (roughly three month) span prior to the current date</div>									
Resident Name	Subscriber ID	Medicaid ID	Medicare ID	Date of Service	Units Paid	LOS	LOS Rate	Monthly AI	Payment	