

New digital provider enrollment tool added to Availity for Washington

In November 2020, Amerigroup Washington, Inc. added new functionality to Washington provider enrollment tool hosted on the Availity* Portal to further automate and improve your online enrollment experience.

Who can use this new tool?

Professional providers whose organizations do not have a credentialing delegation agreement with Amerigroup may use this new tool.

Note: Providers who submit via roster or have delegated agreements will continue to use the process in place.

What does the tool provide?

- The ability to add new providers to an already existing group
- The ability to apply and request a contract. After review, a contract can be sent back to you digitally for an electronic signature. This eliminates the need for paper applications or paper contracts.
 - Enroll a new group of providers
 - Enroll as an individual/solo provider
 - Add a provider to an already existing group
- A dashboard for real time status on the submitted applications
- Streamlined, complete data submission

How the online enrollment application works

The system automatically accesses CAQH® to pull in all updated information you've already included in your CAQH application. The CAQH information automatically populates the information Amerigroup needs to complete the enrollment process – including credentialing and loading your new provider to our database. Please ensure that your provider information on CAQH is updated and is in a complete or reattested status.

The Availity online application will guide you throughout the enrollment process, providing status updates using a dashboard. As a result, you know where each provider is in the process without having to call or email for a status.

Please note: For any **changes** to your practice profile and demographics, continue to use the new online provider maintenance form that allows you to electronically submit to Amerigroup any changes to your practice profile and demographics. Availity administrators and assistant administrators can access the form on Availity > Payer Spaces > Resources.

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

Accessing the provider enrollment application

Log on to the Availity Portal and select **Payer Spaces > Amerigroup Washington, Inc. > Applications > Provider Enrollment** to begin the enrollment process.

If your organization is not currently registered for the Availity Portal, the person in your organization designated as the Availity administrator should go to **Availity** and select **Register**.

For organizations already using the Availity Portal, your organization's Availity administrator should go to **My Account Dashboard** from the Availity homepage to register new users and update or unlock accounts for existing users. Staff who need access to the provider enrollment tool need to be granted the role of provider enrollment.

Availity administrators and user administrators will automatically be granted access to provider enrollment.

If you are using Availity today and need access to provider enrollment, please work with your organization's administrator to update your Availity role. To determine who your administrator is, you can go to **My Account Dashboard > My Administrators**.

Need assistance with registering for the Availity Portal?

Contact Availity Client Services at **1-800-AVAILITY (1-800-282-4548)**.