



## Accessing your Enhanced Personal Health Care Reports

Sharing meaningful and actionable information is a core component of our Enhanced Personal Health Care program. As a participating provider, you will have access to a wealth of reporting about the patient population you are responsible for managing.

Using the Availity Portal and our web-based reporting application, you will be able to access regularly updated reports designed to help you identify patients who will benefit most from clinical intervention, care coordination and care planning.

### How to get started

If your organization is not currently registered for the Availity Portal, go to [www.availity.com](http://www.availity.com) and select **Register** to complete the online application.

Your Administrator will need to take the following steps to assign access to Provider Online Reporting:

1. Assign the user role of Provider Online Reporting to your Availity access.
2. Select **Payer Spaces** in the navigation bar and then choose the payer tile that corresponds to the market.
3. Accept the User Agreement (once every 365 days).
4. On the *Applications* tab, select **Provider Online Reporting**.
5. Choose the organization and select **Submit**.
6. In the Provider Online Reporting application, register the tax ID by selecting **Register/Maintain Organization**.
7. Last, register users to the program by selecting **Register Users** and completing the required fields.

Access Enhanced Personal Health Care reports:

1. After logging in to Availity, select **Payer Spaces** in the navigation bar and then choose the payer tile that corresponds to the market.
2. Accept the User Agreement (once every 365 days).
3. On the *Applications* tab, select **Provider Online Reporting**.
4. Choose the organization and select **Submit**.
5. Select **Report Search**, choose **Enhanced Personal Health Care** and then launch your program's reporting application.

If you need help accessing reports, please contact your market representative.

For further assistance with Availity, please contact Availity Client Services at 1-800-282-4548.

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