

Provider Online Reporting

Provider Online Reporting (POR) makes viewing documents easy and streamlined when you log in to Availity Essentials. Using our web-based reporting application, you may now view regularly updated reports on Availity Essentials. Your Availity administrator must first assign user roles to allow access to the POR tool.

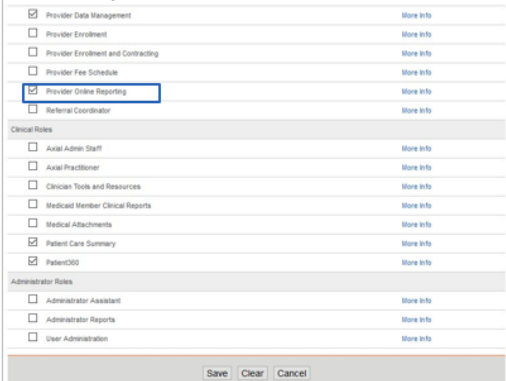
How to access POR for your office

Your Availity administrator must complete the following steps:

1. From Availity's home page, select **Add User** or **Maintain User** from *My Account Dashboard* and follow the process to get to the *Roles and Permissions* page for the user.
2. Assign the user role.

Roles and Permissions

- The Availity administrator can assign roles to allow access to tools.
- If you're an admin:
 1. From the My Account Dashboard, click **Maintain User**.
 2. Select the user from the list.
 3. Click **View/Edit** under Roles.
 4. Select the check boxes next to the roles you want to assign.
 5. Click **Save**.



3. Select Payer Spaces > Organization from the drop-down.
4. Accept the *User Agreement*.
5. From the *Applications* tab, select Provider Online Reporting > Organization > Submit.
6. Register all tax IDs by selecting **Register/Maintain Organization**.
7. Register all users by selecting **Register Users** and completing all required fields.

Using POR

Availity users should complete these steps:

1. Log in to <https://www.availity.com>.
2. Select **Payer Spaces** and choose your desired organization tile.
3. Accept the *User Agreement*.
4. From the *Applications* tab, select Provider Online Reporting > the Organization and **Submit**.

You will land on the POR welcome page. Select **Programs** from the menu. Select Report Search > report type and then launch your program's reporting application.

provider.wellpoint.com/tn/

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Need help?

Contact Availity Client Services at **1-800-AVAILITY (1-800-282-4548)**, Monday to Friday, 8 a.m. to 8 p.m. ET.