Availity Update: Authorizations Entry Option
Replaces Manual Entry of Provider Information

On **March 15, 2025**, the Availity Essentials™ manual provider entry field in the Authorizations tool will be upgraded. In the authorization workflow, instead of manually typing in the search field, providers will use the *Find a Provider* feature. When users begin typing the name or NPI in the search field, active results will appear for them to select the correct choice from the results.

This enhancement offers a more efficient provider lookup capability, which draws from the most current provider demographics. This change was designed to ensure the accuracy of such information and avoid the entry of incorrect data.

Considerations

If you do not see the provider, group, or facility name you can add it to the drop down by going to *Manage My Organization*. To do so, please follow the steps below:

1. Log in to Availity.
2. Select *Manage My Organization* (under the *My Account Dashboard* or in the *User Account* drop down in the upper right).
3. Under the *Providers* section, click on the *Manage Providers* drop down and select *Add Provider(s)*.
4. After the NPI is entered, the system will populate the most up-to-date demographics. If edits are required, please verify the accuracy of the information with the provider to ensure the most current demographics are entered.
5. Review and choose the applicable attestation option.

Note: If this option is not available, please contact your organization's Access Administrator or Administrator Assistant to complete the process.

Help and Training

For more information on how to add providers/facilities and manage your organization, please visit Availity.com and follow these steps:

1. Select the *Help & Training* dropdown in the top right of the screen.
2. Click on *Get Trained*.
3. In the search bar, type *Manage My Organization* and select *My Organization - Add Provider - Training Demo*.
4. Click *Go to Course*.

For further assistance, contact Availity at 1-800-AVAILITY.

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