



of Tennessee

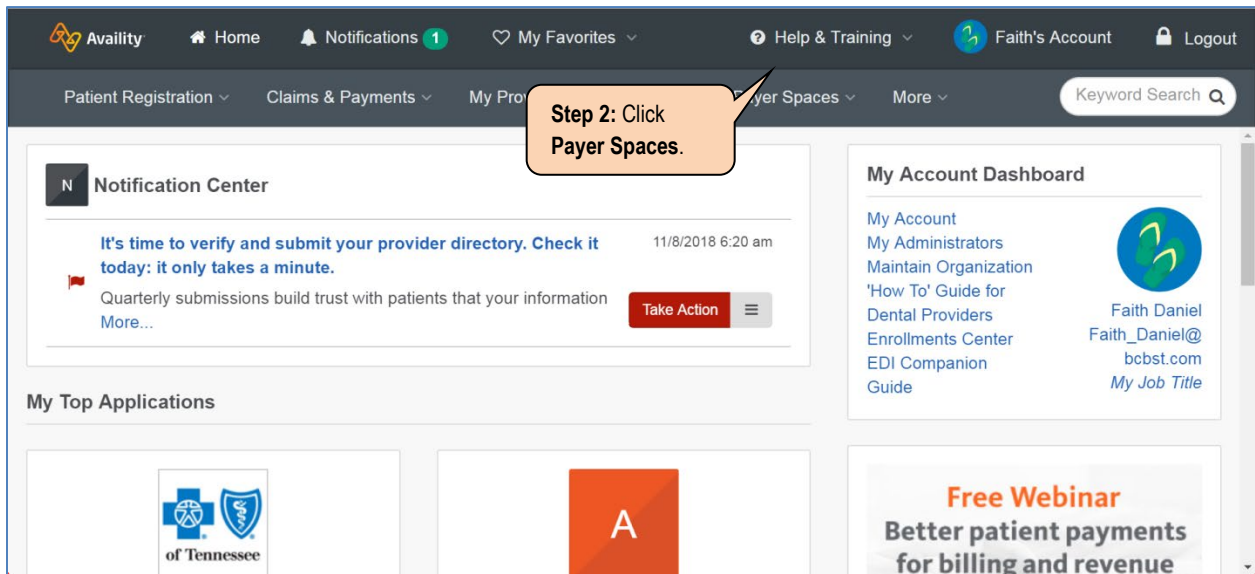
Fee Schedule Application Quick Reference Guide

Getting Started:

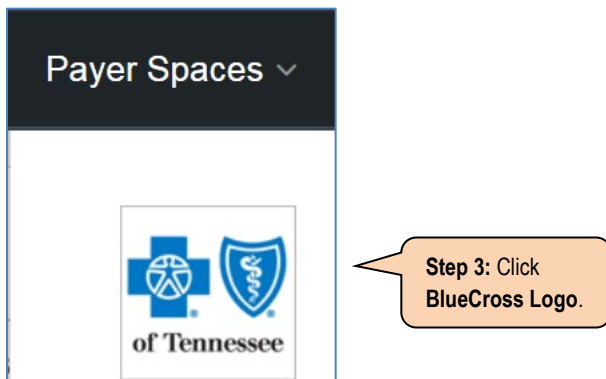
Step 1: Start the process by logging into Availity at www.availity.com and entering your Availity User ID and Password.

Step 2: Click on the “Payer Spaces” link from the Availity Home page.

Home screen display



Step 3: Click on the BlueCross BlueShield of Tennessee® logo and the BCBST Payer Space page displays.



The Payer Spaces Page Displays as shown below:

Note: The application tiles displayed on the page are dependent upon the level of permissions set up for each individual user.

Step 4: Click on the **Fee Schedule Viewer** application tile to launch the application.

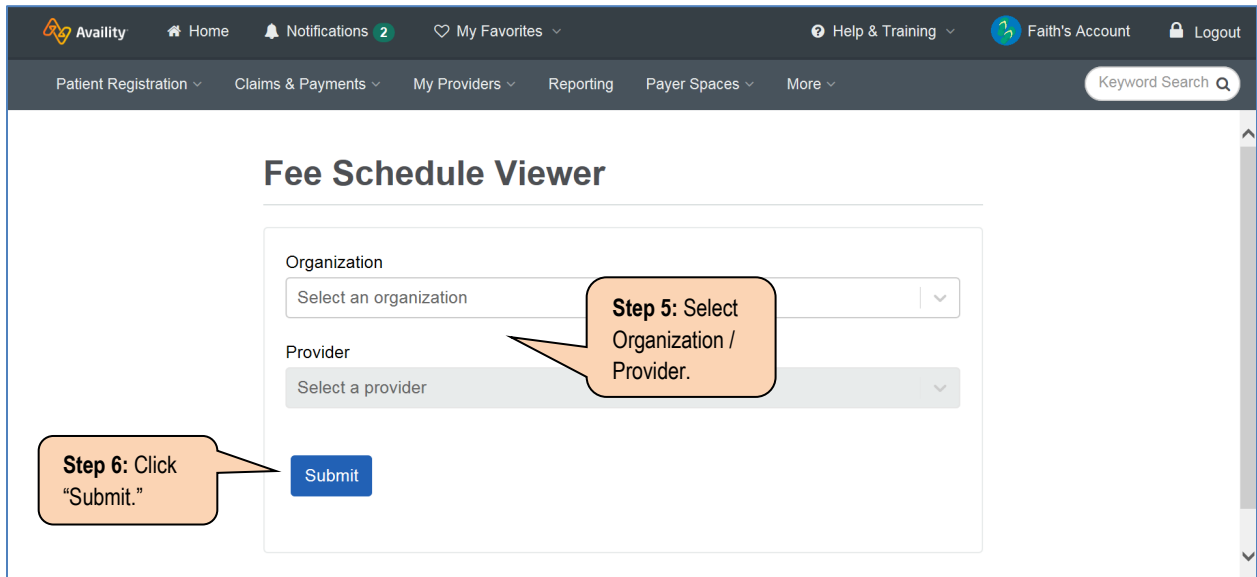
NOTE: Clicking the heart icon next to any of the Availity applications will shade the heart red and make the application available in the “My Favorites” section on the Availity Home Page.

The screenshot displays the Availity Payer Spaces page for BlueCross BlueShield of Tennessee. The top navigation bar includes the Availity logo, Home, Notifications (2), My Favorites, Help & Training, Faith's Account, and Logout. Below this is a secondary navigation bar with Patient Registration, Claims & Payments, My Providers, Reporting, Payer Spaces, and More, along with a Keyword Search field. The main content area features a 'Welcome BlueCross BlueShield of Tennessee' banner with a photo of three healthcare professionals. Below the banner is a grid of application tiles. A callout box points to the 'Fee Schedule Viewer' tile with the text 'Step 4: Select Fee Schedule Viewer.'

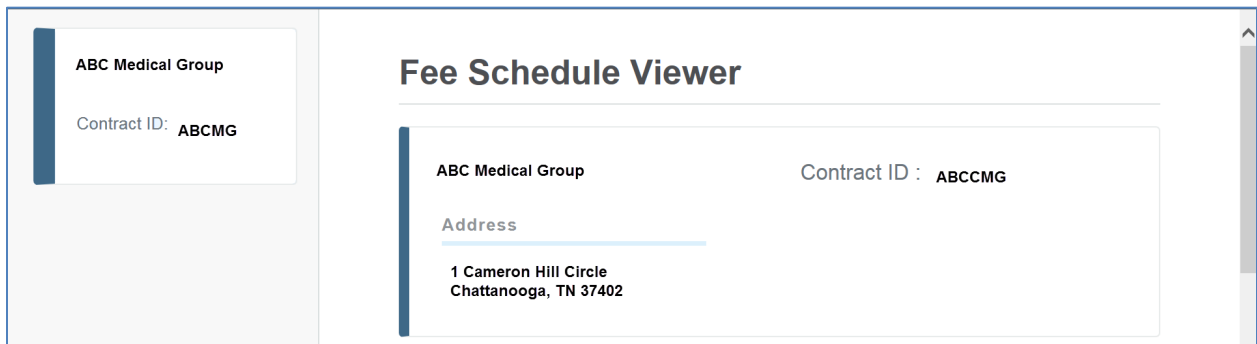
Application Name	Description
Authorization Submission/Review	Submit & review authorizations for BlueCross BlueShield of Tennessee.
BlueCare PCP Member Roster	Review your assigned members for BlueCare, TennCareSelect, BPN, and BlueCare...
Fee Schedule Viewer	View your fee schedules for BlueCross contracts
Provider Enrollment Form	Applying is easier than ever and on Oct. 1, 2017, the process will be...
Real Time Claims Adjudication (RTCA)	Estimate liability and submit claims for BCBS Tennessee members.
Send A Message	Send a message to BlueCross BlueShield of Tennessee.

Step 5: Select Provider Organization and Provider Name from the drop-down lists.

Step 6: Click “Submit.”



Fee Schedule View Page



Step 7: Select the **Network** from the drop-down arrow.

Step 8: Select the **Agreement ID** from the drop-down arrow.

Step 9: Click “Submit.”

The screenshot shows the Availity web interface. The top navigation bar includes the Availity logo, Home, Notifications (2), My Favorites, Help & Training, Faith's Account, and Logout. Below this is a secondary navigation bar with Patient Registration, Claims & Payments, My Providers, Reporting, Payer Spaces, and More, along with a Keyword Search field. The main content area is titled 'ABC Medical Group' with a Contract ID of 'ABCMG'. The 'Select Fee Schedule' form contains two dropdown menus: 'Network' with the selected value 'BLUE NETWORK P **FORMERLY BLUE PREFERRED' and 'Agreement' with the selected value 'AGREEMENTID'. A blue 'Submit' button is located below the dropdowns. Three orange callout boxes provide instructions: 'Step 7: Select Network.' points to the Network dropdown, 'Step 8: Select Agreement.' points to the Agreement dropdown, and 'Step 9: Click "Submit."' points to the Submit button.