

Take action now: Start Using PDM Capability, Now Available on Availity Essentials, Before Retirement of Current Intake Channels January 1, 2024

As we communicated in October and November, Availity Essentials Provider Data Management (PDM) is now available as the intake application for providers to submit demographic change requests, including roster uploads. **Availity Essentials PDM will replace all current intake channels for demographic change requests and roster submissions as of January 1, 2024.**

Care providers should continue to utilize the Provider Enrollment application in Availity Essentials to submit requests to add new practitioners under existing groups.

Take Action Now

Don't wait until January to start using the Availity Essentials PDM application. Start using it today to take advantage of the benefits of these options and familiarize yourself with the process before the legacy intake channels retire.

Benefits To Our Care Providers Using Availity Essentials PDM

The Availity Essentials PDM application will ensure the following:

- Attest and manage current provider demographic information
- Consistently updated data
- Decreased turnaround time for updates
- Compliance with federal and/or state mandates
- Improved data quality through standardization
- Increased provider directory accuracy

Choice and Flexibility To Select the Option That Works Best For You

Request data updates via either of the following options within Availity Essentials PDM:

- **Multi-payer platform option:** Allows providers to make updates once and have that information sent to all participating health plans, submitting each change separately.
- **Roster upload option:** Allows providers to submit multiple updates within one spreadsheet via the Upload Rosters feature:
 - The Upload Roster feature is currently only available, and shared with, the health plan.

Want To Submit a Roster Using Availity Essentials PDM?

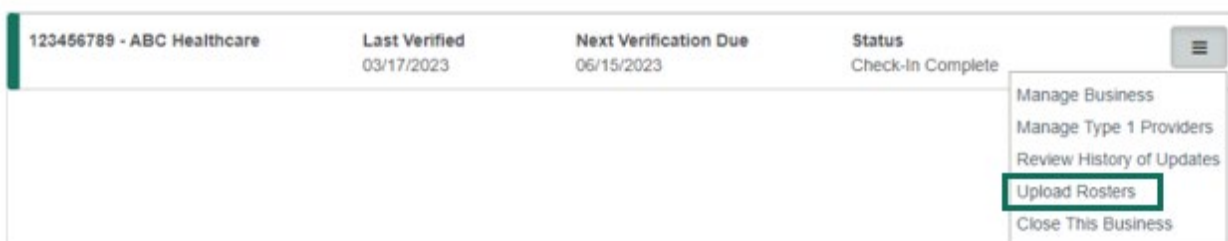
Now you can. Roster Automation is our new technology solution designed to streamline and automate provider data additions, changes, and terminations that are submitted using a standardized Microsoft Excel submission. Any provider, whether an individual provider/practitioner, group, or facility, can use Roster Automation today:*

1. Utilize the *Roster Automation Standard Template*:
 - For your convenience, there is a standard roster Excel document. Find it online [here \(CCHAcares.com/providertools\)](https://CCHAcares.com/providertools) > Behavioral Health Providers > Individual Provider/Practitioner or Facilities heading > Roster Automation Standard Template).
2. Follow the Roster Automation *Rules of Engagement*:

- This reference document is available to ensure error-free submissions, driving accurate and more timely updates through automation. Find it online [here](#) ([CCHAcres.com/providertools](#) > Behavioral Health Providers > Individual Provider/Practitioner or Facilities heading > Roster Automation Rules of Engagement).
 - More detailed instructions on formatting and submission requirements can also be found on the first tab of the *Roster Automation Standard Template* (User Reference Guide).
3. Upload your completed roster via the Availity Essentials PDM application.

How To Access the Availity Essentials PDM Application

Log onto [Availity.com](#) and select **My Providers > Provider Data Management** to begin the attestation process. If submitting a roster, find the TIN/business name for which you want to verify and update information. Before you select the TIN/business name, select the three-bar menu option on the right side of the window, and select **Upload Rosters** (see screenshot below) and follow the prompts.



Availity administrators will automatically be granted access to PDM. Additional staff may be given access to **Provider Data Management** by your Availity administrator. To find your Availity administrator, go to **My Account Dashboard > My Account > Organization(s) > Administrator Information**.

Training is Available:

- **Availity Essentials PDM application-specific training:**
 - An Availity account is required to access these training options. If you have not registered yet, see the end of the article for registration details.
 - Learn about and attend one of our live webinars by visiting [here](#). (Note: You must log in to Availity first, then select the link.)
 - View the Availity Essentials PDM quick start guide [here](#). Note: You must log in to Availity first, then select the link.)
- **Roster Automation Template and Rules of Engagement specific training:**
 - Wednesday, December 6, 4-5pm ET — [Register December 6, 2023](#)
 - Tuesday, December 12, 11-12pm ET — [Register December 12, 2023](#)
 - Monday, December 18, 4-5pm — [Register December 18, 2023](#)

Space is limited — Register today!

Not Registered for Availity Yet?

If you aren't registered to use Availity Essentials, signing up is easy and 100% secure. There is no cost for your providers to register or to use any of our digital applications. Start by going to [Availity.com](#) and selecting **New to Availity? Get Started** at the top of the home screen to access the registration page.

If you have questions regarding registration, reach out to Availity Client Services at **1-800-AVAILITY (1-800-282-4548)**.

Start using Availity Essentials PDM today to improve your provider data management experience.

Exclusions:

- Any specific state mandates or requirements for provider demographic updates

* If any roster data updates require credentialing, your submission will be routed appropriately for further action.