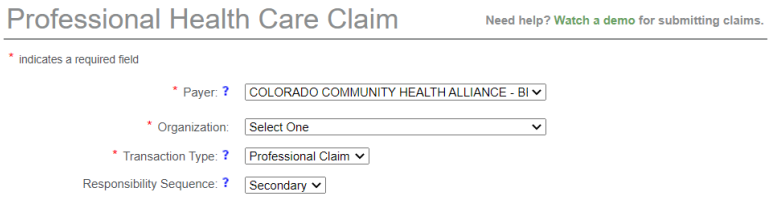
How to Submit a Secondary Claim to Availity

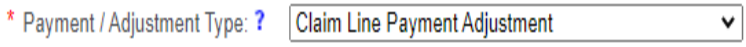
This guide only refers to the additional steps to submit a secondary claim. For complete step-by-step instructions on submitting a claim, refer to *How to Submit a Claim in Availity** at **https://www.cchacares.com/Dal/1Bq**.

Instructions:

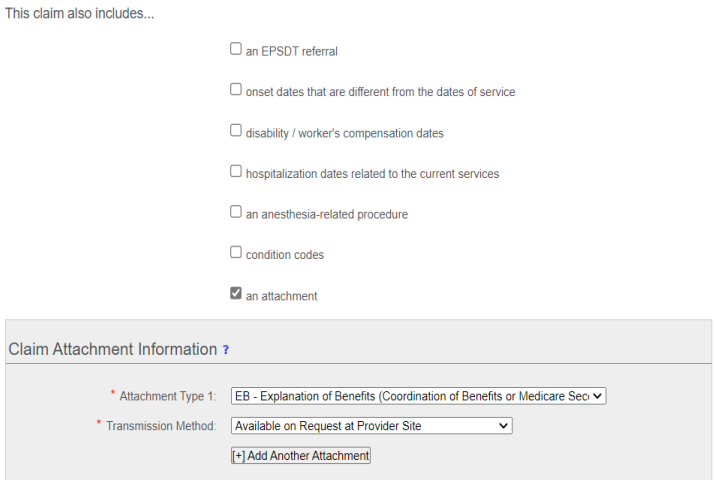
- Select secondary under *Responsibility Sequence*.



- Under *Primary Insurance Plan Information*, complete all required fields. You can locate the other payer ID on the Availity payer list. To locate this list, in the Availity Essentials menu bar, select *More/Payer List*. If you do not see the payer listed, then enter **99999** in the field. In the *Payment/Adjustment Type* field, select the type of adjustment you are entering from the *Explanation of Payment (EOP)*.



- Complete the *Primary Insured Subscriber Information.*
- After completing the *Claim Information* section, select whether this claim also includes an attachment and complete as follows:



- Complete *Primary Insurance Plan Claim Line Adjustment* section from the *EOP*:

* Availity, LLC is an independent company providing administrative support services on behalf of the health plan.

- If you have more than one claim line adjustment to enter and only one group code, select:

[+] Add Another Adjustment Line

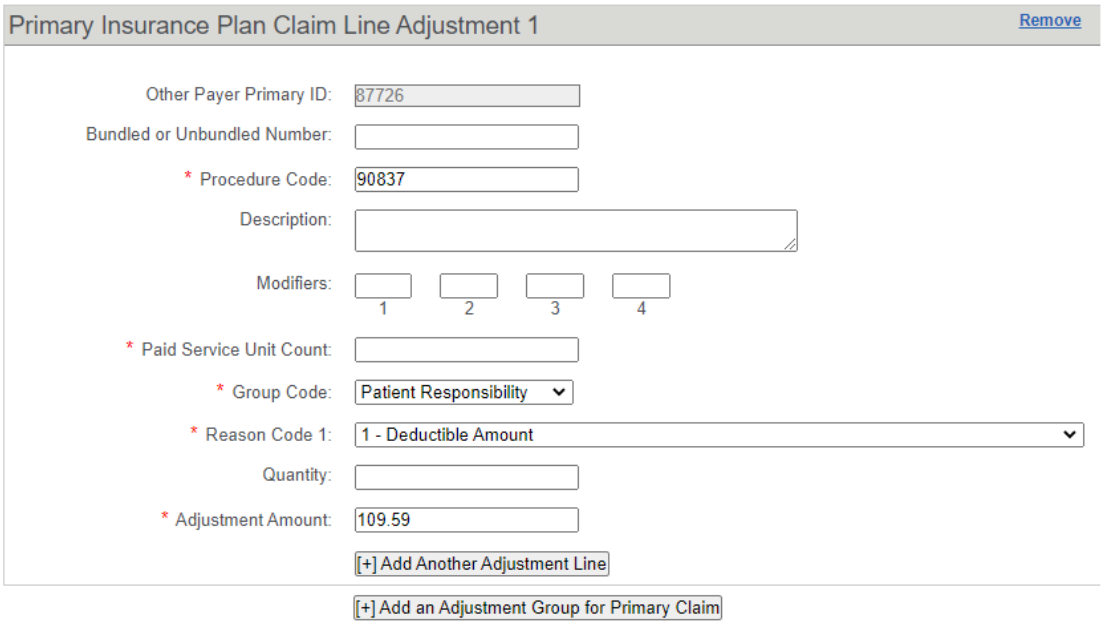
- If you have more than one claim line adjustment and more than one group code, select:

[+] Add an Adjustment Group for Primary Claim

- Example of how to enter claim line adjustments from an *EOP* with two group codes.
  - Primary health insurance *EOP*:

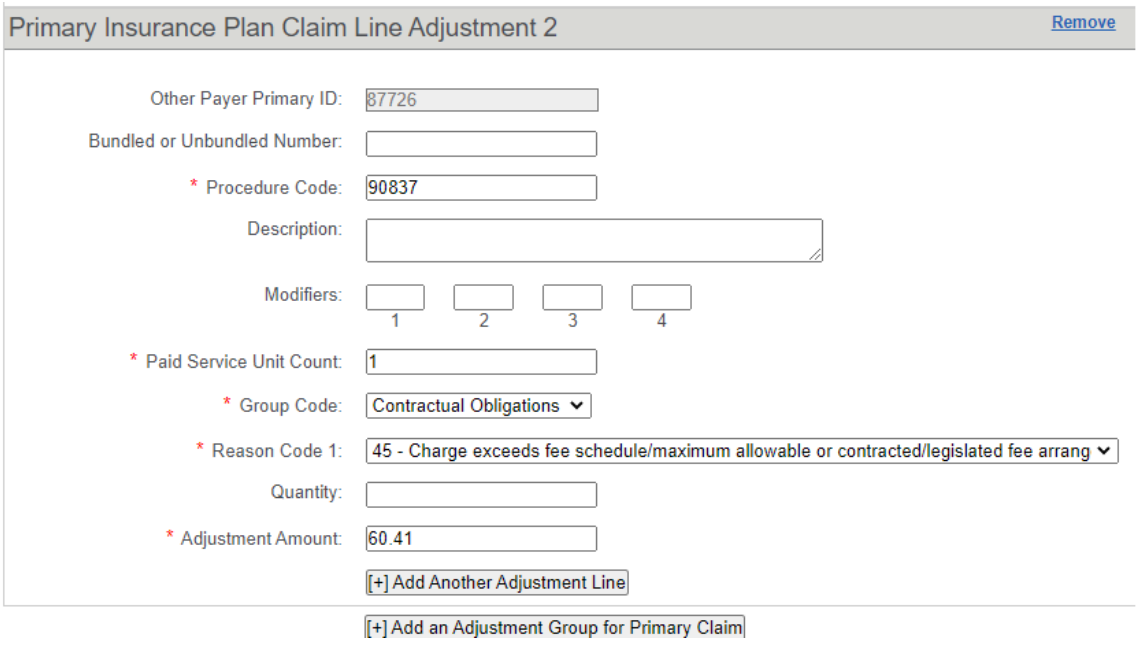
Service Date	Service Code	Charged Rate	Patient Amount	Adjustments Amount	Paid Amount
11/1/2022	**90837**	$170.00	($109.59)	($60.41)	**$0.00**
PR-1: Deductible Amount			($109.59)		
CO-45: Charge exceeds fee schedule/maximum allowable or contracted/legislated fee arrangement.				($60.41)	

  - Complete the line adjustments from the *EOP*. PR and CO are the group codes, 1 and 45 are the reason codes.

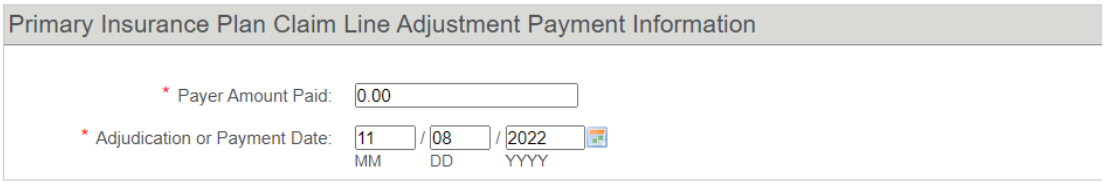


  - Select *Add an Adjustment Group for Primary Claim* since there is more than one group code on the *EOP*.

- Enter the next group code and claim line adjustment from the *EOP*.



- Enter the primary payer amount paid.



- When all claim adjustments and required fields have been completed, submit the claim.

If you have any questions, contact Availity Client Services at **1-800-282-4548** for help with submitting a claim or select the available options from the top navigation men, *Help & Training*, in Availity.