

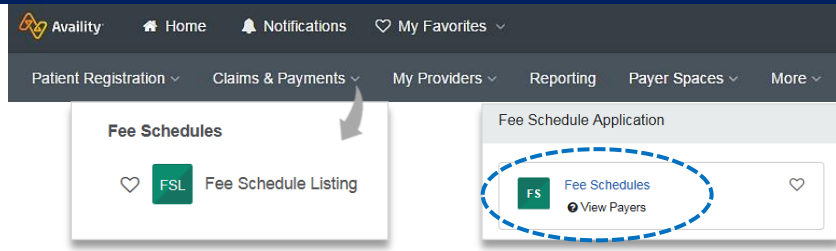
The Availity Fee Schedule tool allows professional providers participating with Blue Cross and Blue Shield of New Mexico (BCBSNM) to electronically request a range of up to 20 procedure codes and immediately receive the contracted price allowance for the patient services you perform. Fee Schedules are accessible to existing Availity Administrators and users assigned the **Fee Schedule role** in Availity. If you are not yet registered, sign up today at [Availity](#), at no cost.

Information accessed by the Availity Fee Schedule tool is subject to a Confidentiality Agreement with BCBSNM. Be sure to check with your practice administrator to ensure you are authorized to use this tool and are familiar with and will abide by the confidentiality requirements for the information that you may access by using this tool.

Information in this user guide is not applicable to Medicare Advantage. This fee schedule is available in Availity by selecting the Claims & Payments menu, Fee Schedule Listing, and then choose the appropriate Additional Fee Schedules for Medicare. They can also be found via the Resources tab in the BCBSNM-branded Payer Spaces section in Availity.

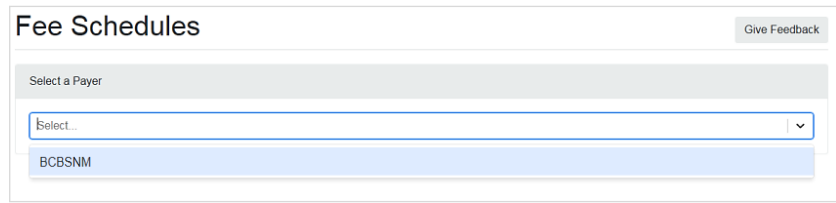
1) Accessing Fee Schedules

- ▶ Log into [Availity](#)
- ▶ Select **Claims & Payments** from the navigation menu
- ▶ Select **Fee Schedule Listing** and choose **Fee Schedules**



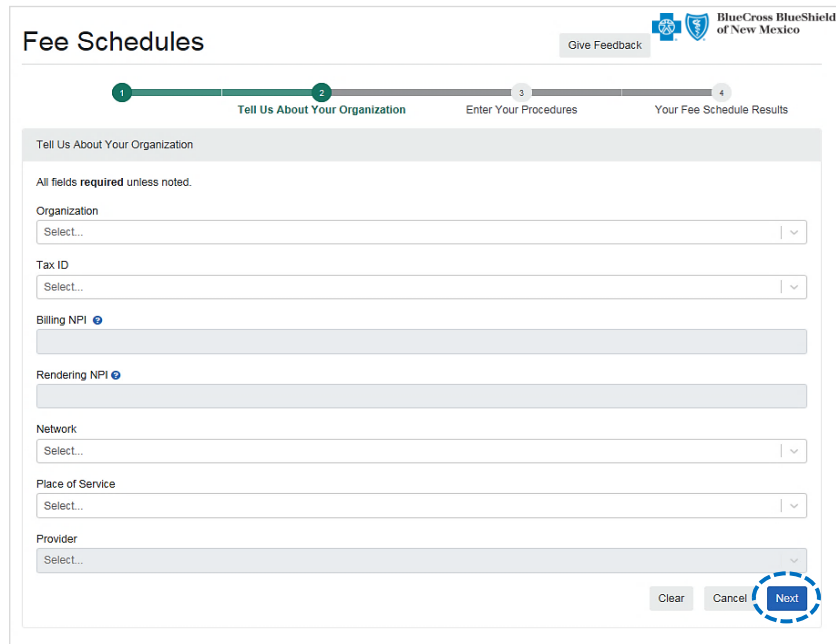
Note: Contact your Availity Administrator if **Fee Schedule Listing** is not listed in the **Claims & Payments** menu.

- ▶ On the Fee Schedules page, select **BCBSNM** from the drop-down list



2) Enter Provider Information

- ▶ Select the **Organization**
- ▶ Select the **Tax ID**
- ▶ Enter the **Billing NPI**
- ▶ Enter **Rendering NPI**
- ▶ Select **Network**
- ▶ Select **Place of Service**
- ▶ Select the **Provider**



3) Procedure Code Entry

On the Procedure Code step:

- ▶ Enter the **Procedure Code** (up to 20)
- ▶ Enter the **Modifier** (optional)
- ▶ Select **Submit**

Note: Pricing is currently unavailable for **Drug** and **Anesthesia** codes.

Quick Tip:

→ Select **Clear** to remove procedure code and modifier entries or select the delete icon (✖) to completely remove the row. Select **Go Back** to return to the previous step.

4) View Fee Schedule Results

- ▶ View the fee schedule amount for the procedure code(s) requested in the **Amount** field
- ▶ Select **Export** to move the fee schedule information to a .csv file and save to a location on your computer

Quick Tip:

→ Select **Start Over** to begin a new search for another fee schedule. Select **Go Back** to return to the Procedure code step and edit existing codes or add new codes.

Have questions or need additional education? Email the [Provider Education Consultants](#).

Be sure to include your name, direct contact information & Tax ID or billing NPI.

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