

Provider Claim Summary is an online application in Availity® Essentials that allows providers to view, download, save and/or print the Provider Claim Summary (PCS) online for finalized claims processed by Blue Cross and Blue Shield of New Mexico (BCBSNM). PCS reports are available through this application for commercial claims processed after Dec. 12, 2016, and for Medicare Advantage claims processed after April 12, 2019.

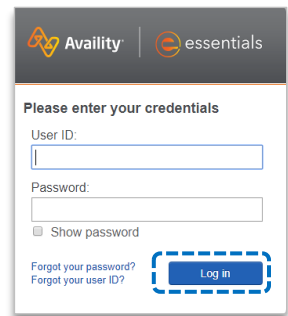
This application is accessible to existing Availity Administrators and users assigned the **HCSC Reporting** role in Availity. If you are not yet registered with Availity, go to [Availity](#) and complete the guided online registration process, at no charge.

Note: To obtain this information on claims not processed by BCBSNM (i.e., Medicare Crossover Claims), users should contact the appropriate claim processing entity directly (i.e., third party vendors, other carriers, etc.).

1) Getting Started

- ▶ Go to [Availity](#)
- ▶ Select **Availity Essentials Login**
- ▶ Enter User ID and Password
- ▶ Select **Log in**

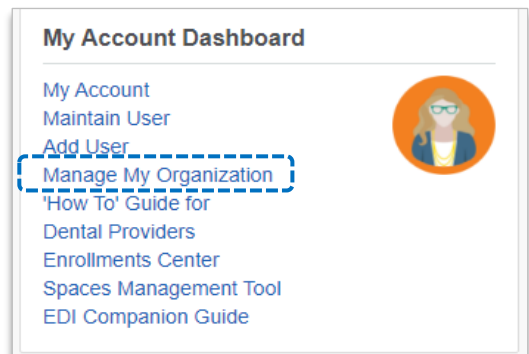
Note: Only registered Availity users can access the **Provider Claim Summary** application.

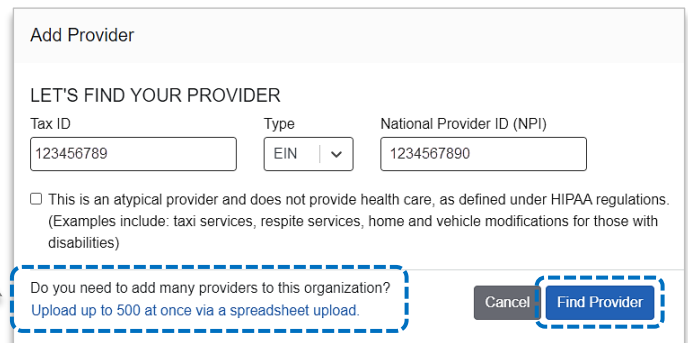


2) Manage My Organization Setup

The organization's NPI and Tax ID numbers must both be added to **Manage My Organization** for the associated provider information to display in the **Provider Claim Summary** drop-down required fields.

- ▶ Select **Manage My Organization** from *My Account Dashboard* on the Availity homepage
- ▶ Within **Manage My Organization**, select **Add Provider**
- ▶ Enter the Provider **Tax ID** and **NPI numbers** and select **Find Provider**



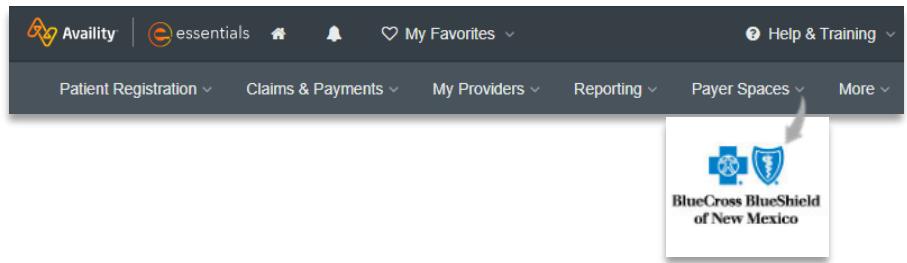


Quick Tips:

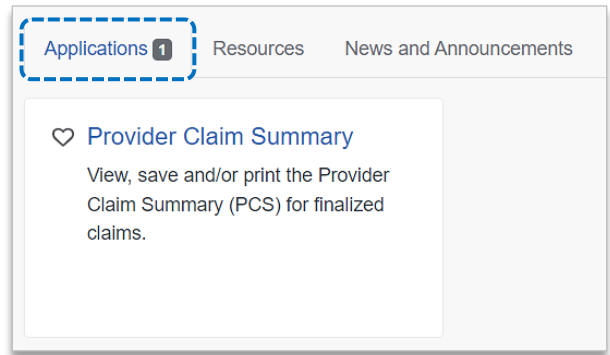
- If you have multiple providers to add to your organization, select **"Upload up to 500 at once via spreadsheet upload."**
- For more details, refer to the **Manage My Organization User Guide** published in the **Provider Tools** section of our website.

3) Accessing Provider Claim Summary

- ▶ Select **Payer Spaces** from the navigation menu
- ▶ Select **Blue Cross and Blue Shield of New Mexico**



- ▶ In the BCBSNM Payer Spaces section, select the **Applications** tab
- ▶ Next, select **Provider Claim Summary**



4) Generating Provider Claim Summaries

Complete the required fields to obtain results. The appropriate Tax ID and Billing or Rendering NPI numbers are required to locate requested claim summaries.

- ▶ Choose provider **Organization**
- ▶ Select the **Tax ID** and **NPI** from drop-down fields
- ▶ Enter dates in **Search Date Range** fields
- ▶ Select **Submit**

Voluntary Options:


- Select the **checkbox** to expand the search period by 30 days before and after.
- Enter the **Check Number** to locate a specific PCS.

Important Reminder: The provider Tax ID and NPI numbers must both be added to **Manage My Organization** for the associated information to display in the drop-down fields.

5) Reviewing Results

- ▶ **Provider Claim Summaries** that meet the search criteria will be displayed
- ▶ Select all or select a specific summary by choosing the checkbox next to the PCS date
- ▶ Select **Download** – *this will download the summary in a PDF format to view, print or save to a file*

Report Summary



Provider Claim Summary
 Provider Name :
 Tax ID :

▲ Report Date	Check Number	Pages	Select All
03-02-2019	E9999999	2	<input type="checkbox"/>
03-02-2019	E9999999	2	<input type="checkbox"/>
03-02-2019	E9999999	6	<input type="checkbox"/>
03-04-2019	E9999999	1	<input type="checkbox"/>
03-04-2019	E9999999	3	<input type="checkbox"/>
03-05-2019	E9999999	4	<input type="checkbox"/>
03-05-2019	E9999999	6	<input type="checkbox"/>
03-05-2019	E9999999	2	<input type="checkbox"/>
03-06-2019	E9999999	1	<input type="checkbox"/>
03-06-2019	E9999999	3	<input type="checkbox"/>

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Download

- ▶ After selecting **Download**, save or print the file on-demand


Downloading in **Google Chrome**:

- Select **Open** to view immediately
- Click **Show in Folder** to locate where the file was saved

Downloading in **Internet Explorer**:

- Select **Open** to view immediately
- Click **Save** to save the PCS to a specific area

Commercial PCS Example




BlueCross BlueShield
of New Mexico

PROVIDER CLAIM SUMMARY

DATE: 4/15/2019
PROVIDER NUMBER: 1234567890
CHECK NUMBER: E9999999
TAX IDENTIFICATION NUMBER: 123456789
Visit www.bcbsnm.com/provider
for the latest news and updates on matters that impact you

BEACH SIDE PEDIATRICS
PO BOX 123
SUNNY NM 12345-1234



ANY MESSAGES WILL BEGIN ON PAGE 2

PATIENT: DOE, JANE
PERF PRV: 1234567890
CLAIM NO: 0000999999999999x

IDENTIFICATION NO: 123456-999999999
PATIENT NO: 999999

CLAIM TYPE:

FROM / TO DATES	PROC PS* PAY CODE	AMOUNT BILLED	ALLOWABLE AMOUNT	SERVICES NOT COVERED	DEDUCTIONS/OTHER INELIGIBLE	AMOUNT PAID
12/03-12/03/18	03 FEA 95810	1,200.00	555.49	644.51 (1)	100.00 (2)	455.49
		1,200.00	555.49	644.51	100.00	455.49

AMOUNT PAID TO PROVIDER FOR THIS CLAIM: \$455.49

CONTRACT COINSURANCE: 100.00

DEDUCTIONS/OTHER INELIGIBLE: \$100.00

TOTAL SERVICES NOT COVERED: 644.51

PATIENT'S SHARE: \$100.00

Medicare Advantage PCS Example

Provider Remittance Advice

Servicing Provider Name: SUNSINE REGIONALHOSPITAL Payee Name: SUNSINE REGIONALHOSPITAL
Servicing Provider NPI: 123456789

Patient and Services Information												
Account Number:				Subscriber #: 123456789				Plan Name: Blue Cross and Blue Shield of New Mexico				
Patient Name: DOE, JANE				Claim Id: 99999M999999								
Dates of Service	Proc/Rev Code	Amount Billed	Amount Allowed	Adjusted	Primary Payor Pmt	Patient Responsibility				Int Owed	Plan Payment	Remarks
						CoPay	Co Ins	Ded Amt	Non Cvr'd			
10/20/2018	10/20/2018	0960	\$680.00	\$1,060.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,060.80	
Claim Totals: 99999M999999			\$680.00	\$1,060.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,060.80	

Current Payment Amount: \$1,060.80

Provider Sequestration Amount: \$0.00

Prior Paid Amount: \$0.00

Net Payment Amount: \$1,060.80

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

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