Aetna|Magellan|BCBS - Verify Insurance

26 Steps [View most recent version on Tango.us]

Created by	Creation Date	Last Updated
Progress Counseling Group	August 11, 2023	October 21, 2023

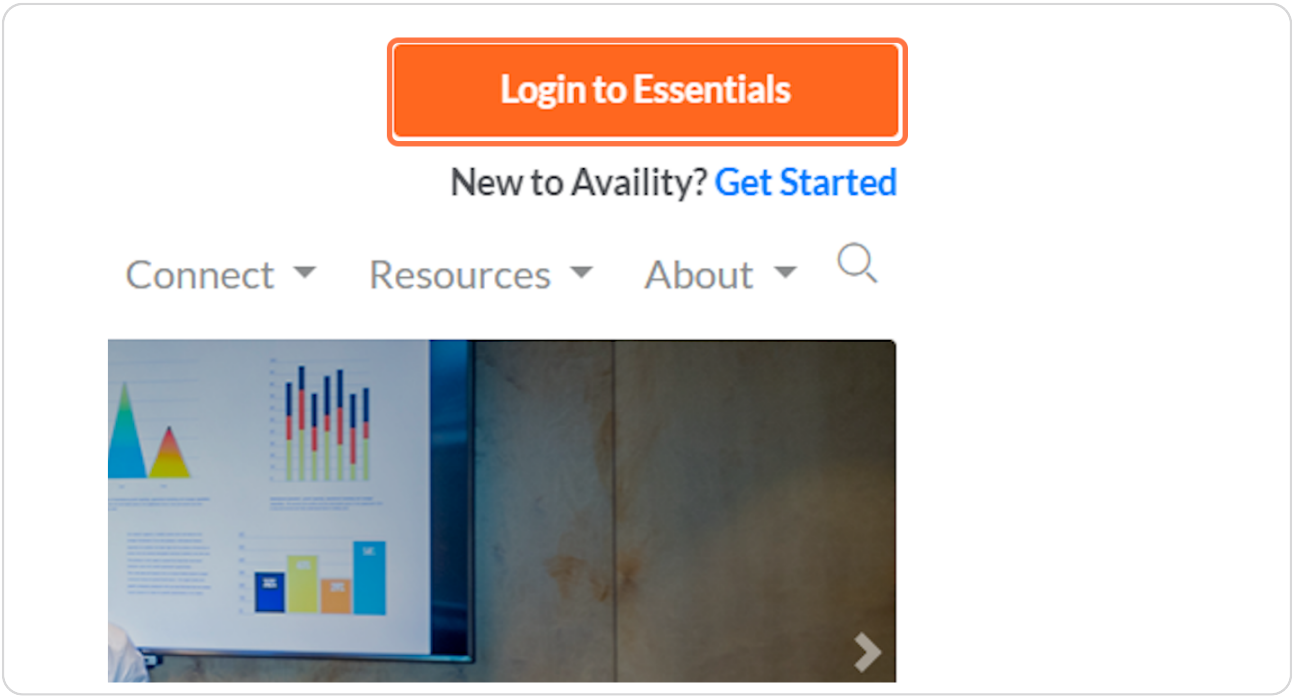
Login to Availity

26 Steps

https://availity.com
**Also applies to Magellan and Blue Cross Blue Shield

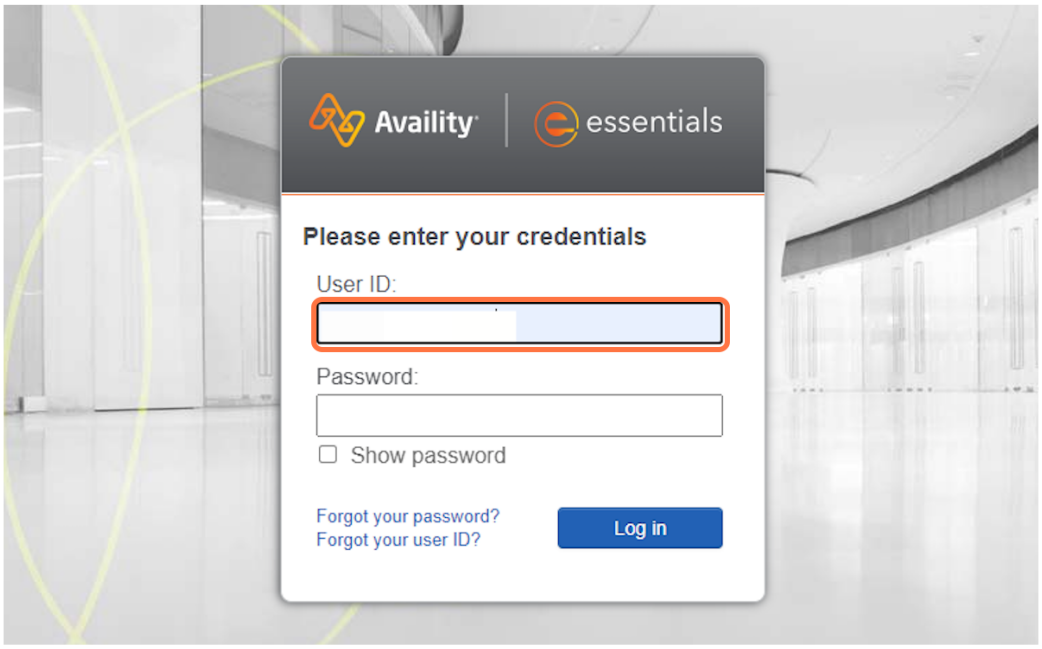
STEP 1

Click on Login to Essentials



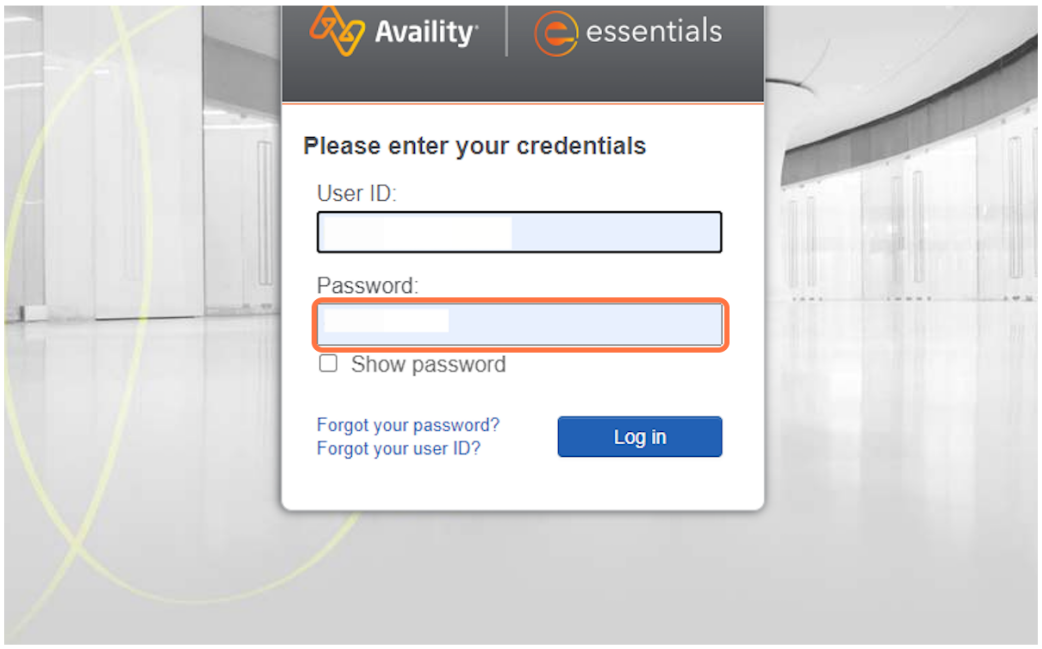
STEP 2

Enter User ID:



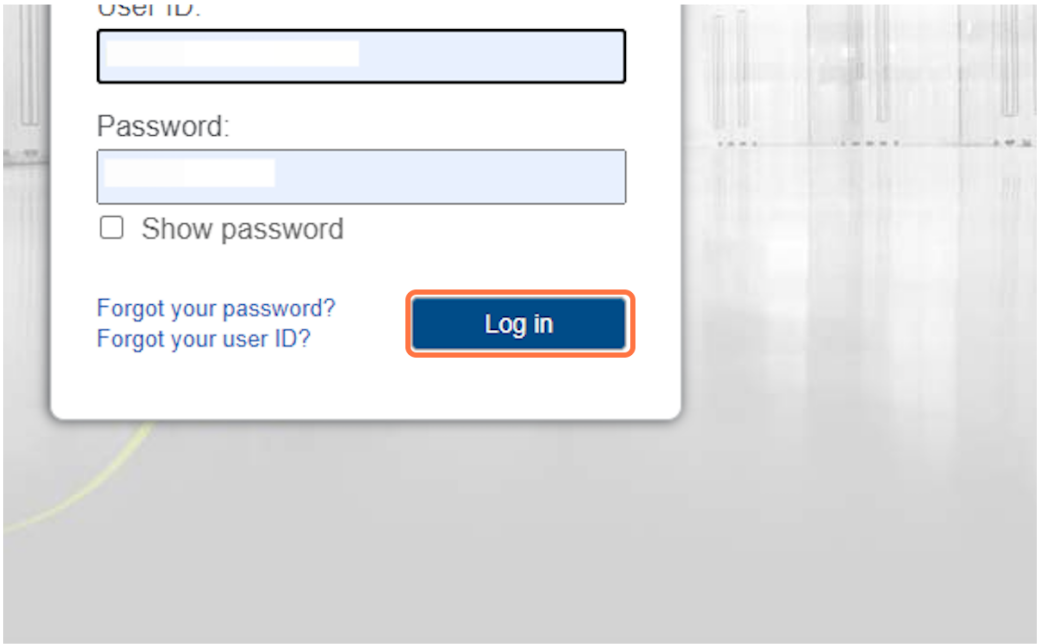
STEP 3

Enter Password



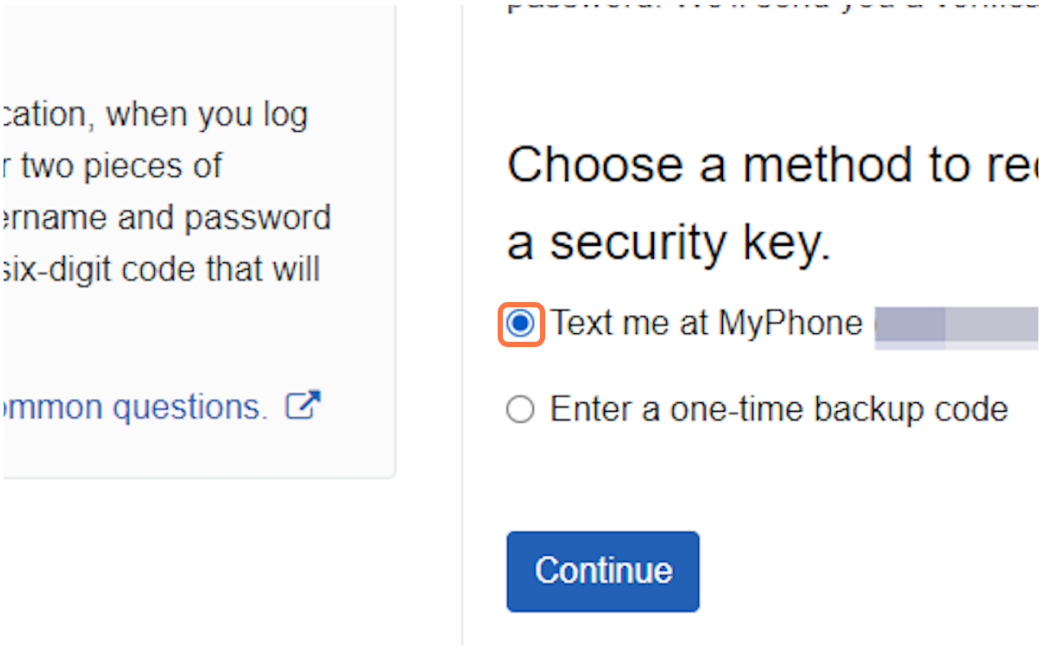
STEP 4

Click Log in



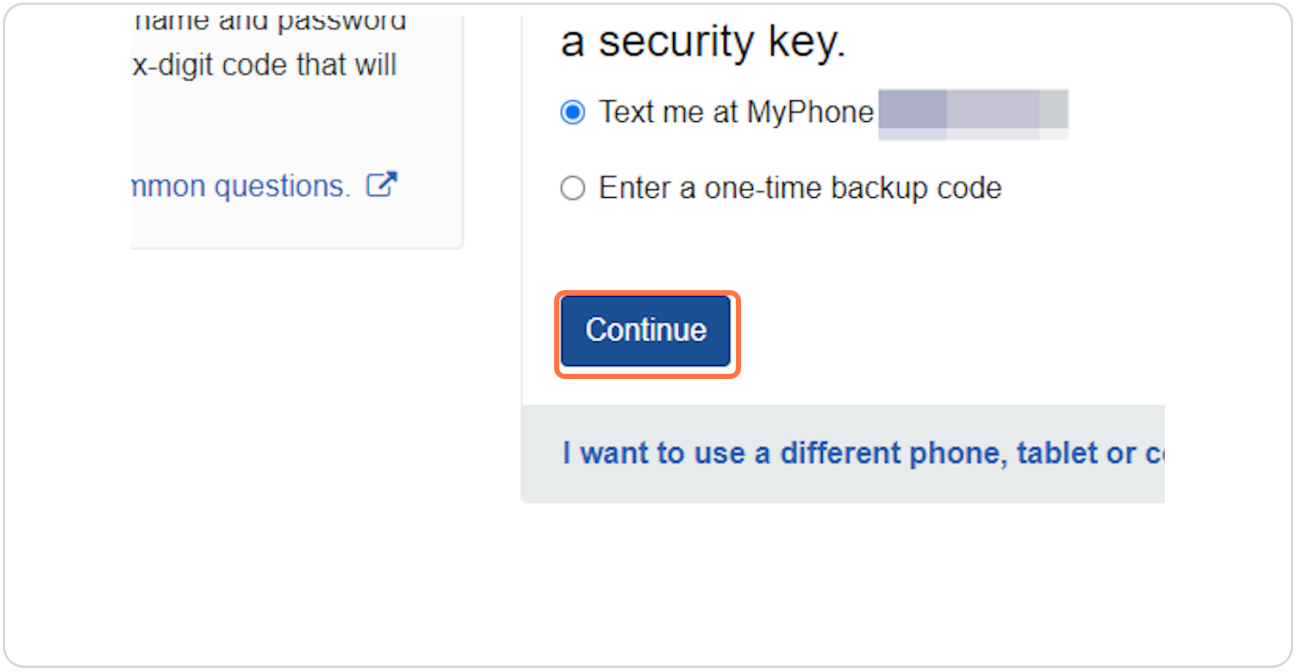
STEP 5

Select 2 Facter Authentication Method



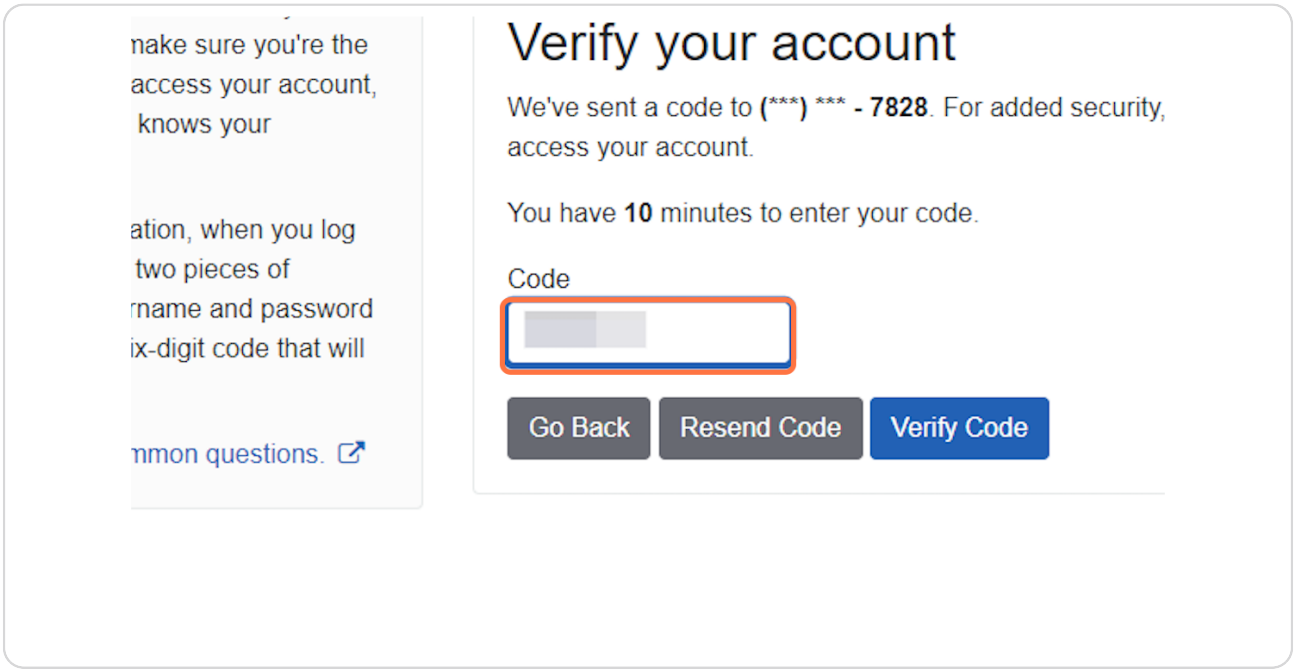
STEP 6

Click on Continue



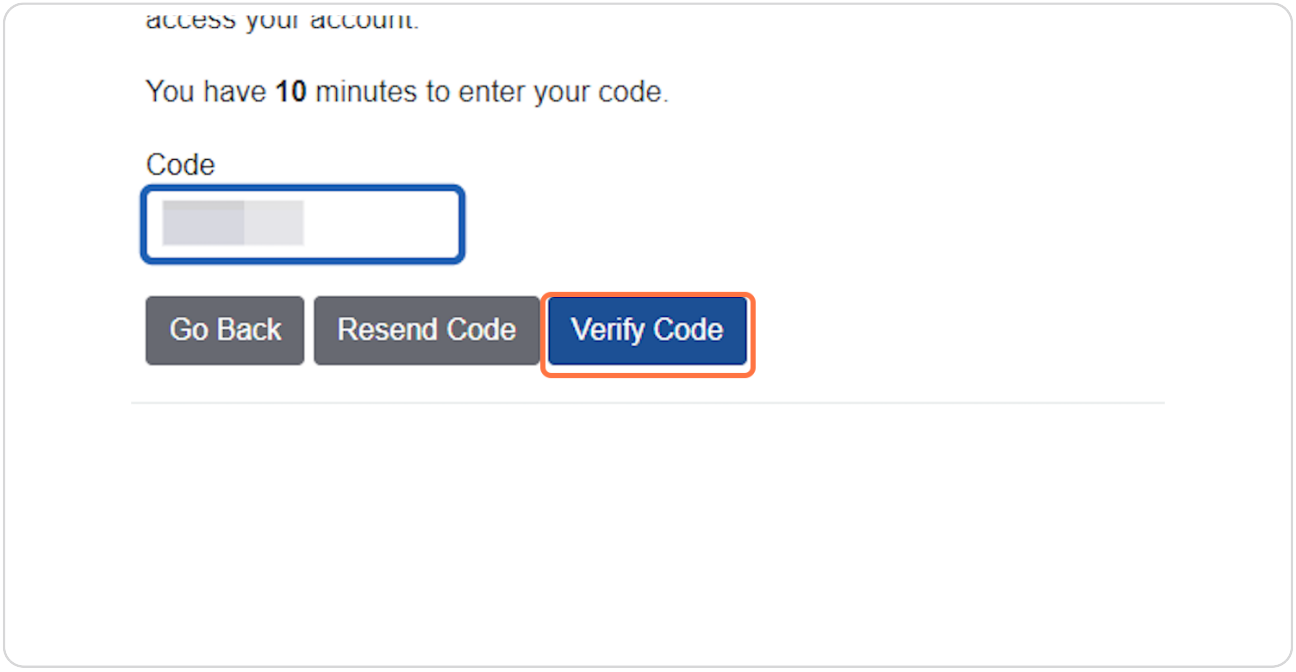
STEP 7

Enter Security Code



STEP 8

Click on Verify Code

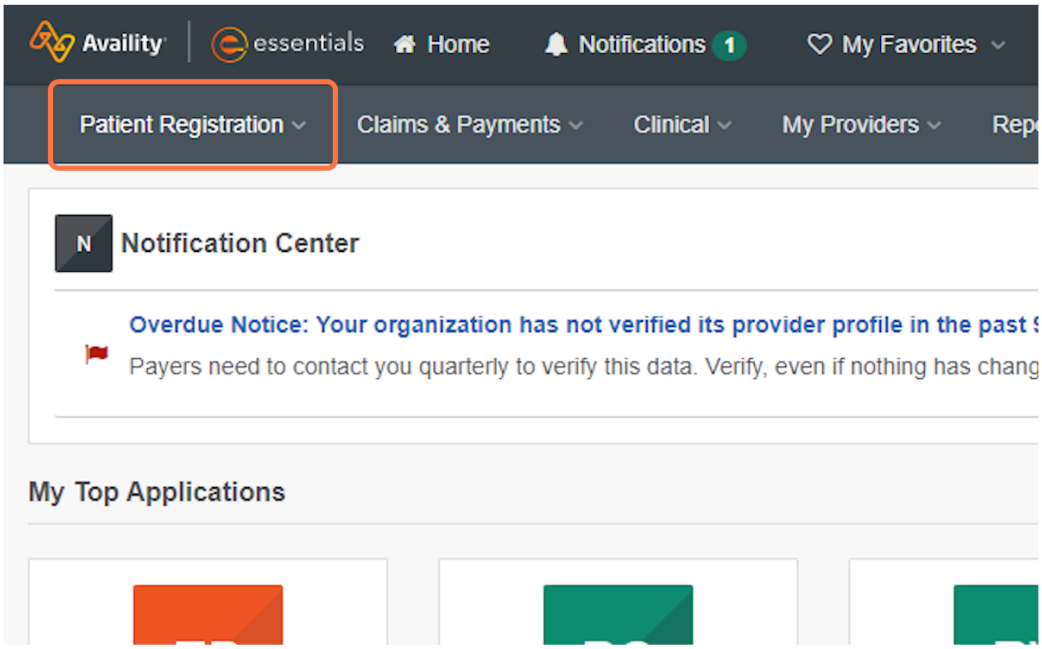


STEP 9

Click on Continue

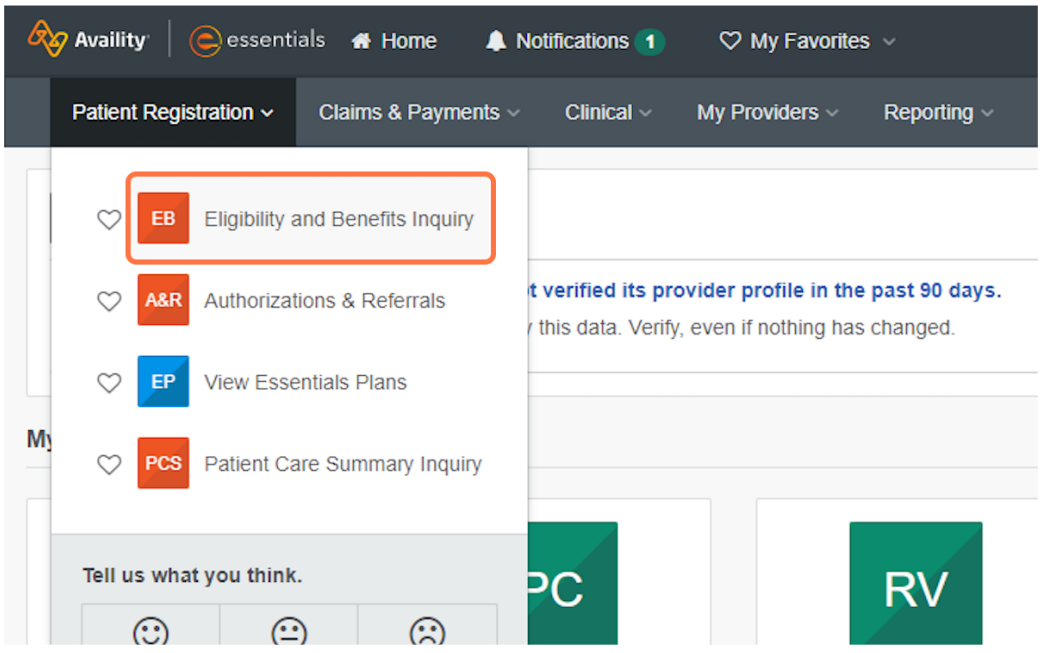
STEP 10

Click on Patient Registration



STEP 11

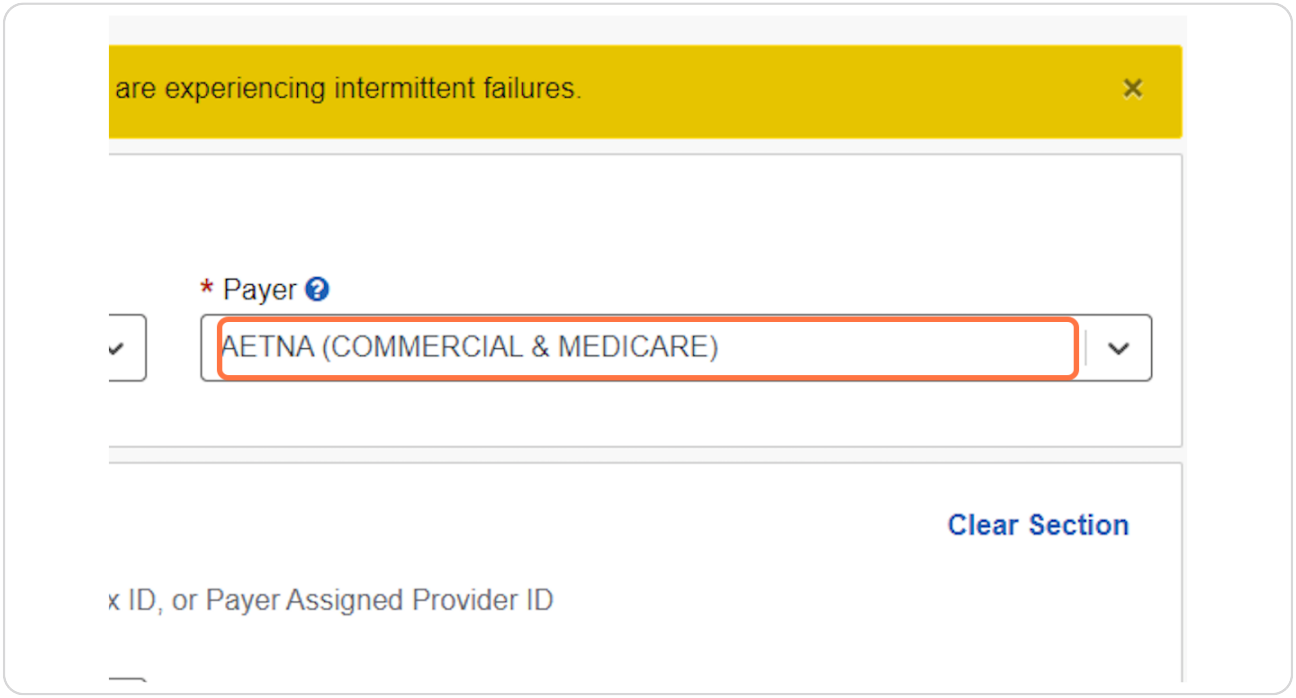
Click on EB Eligibility and Benefits Inquiry



STEP 12

Search for Insurance Company

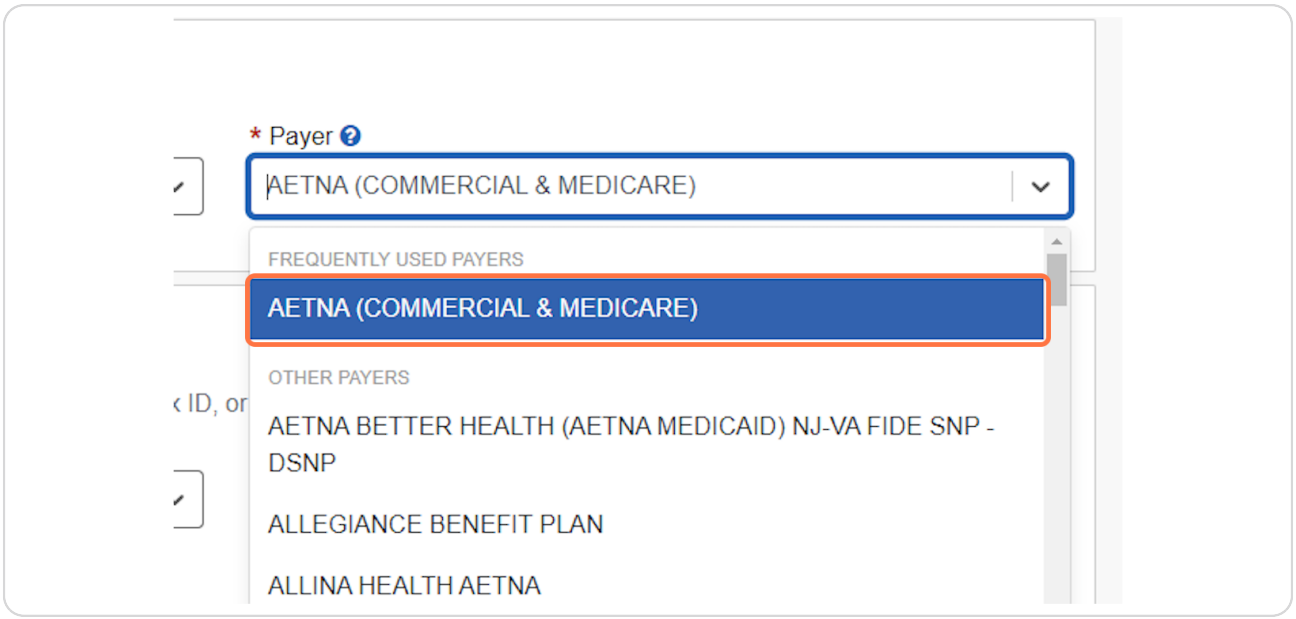
AETNA (COMMERCIAL & MEDICARE)
MAGELLAN
FLORIDA BLUE



STEP 13

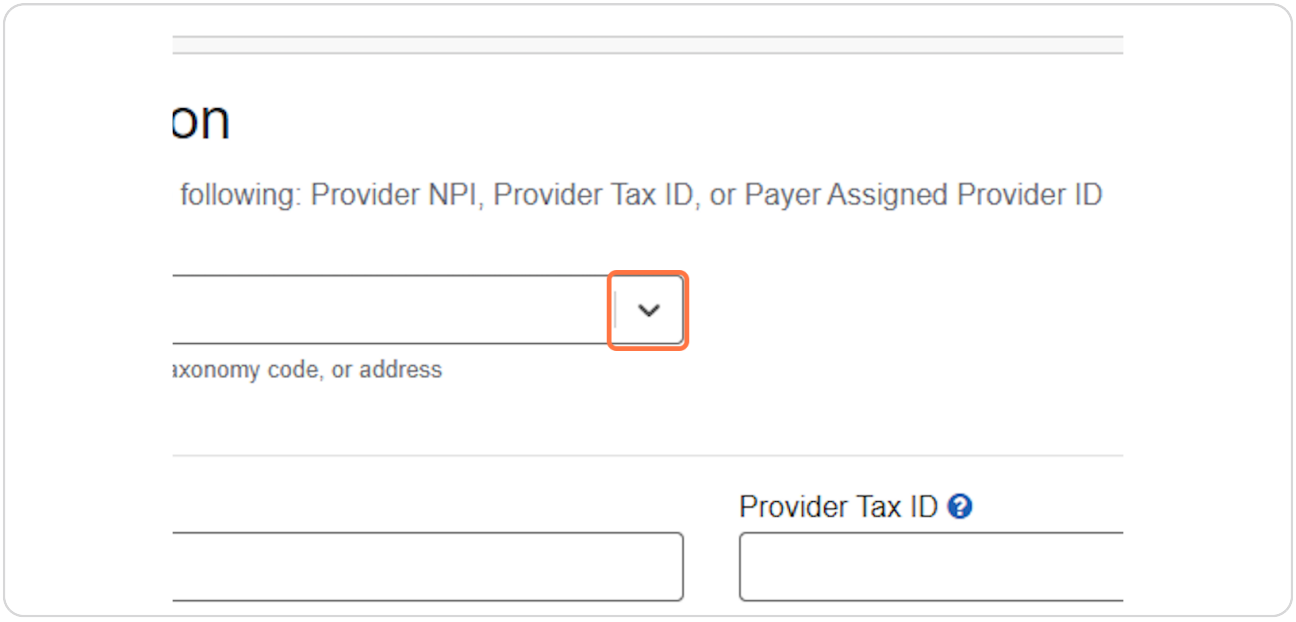
Select Insurance Company from list.

AETNA (COMMERCIAL & MEDICARE)
MAGELLAN
FLORIDA BLUE



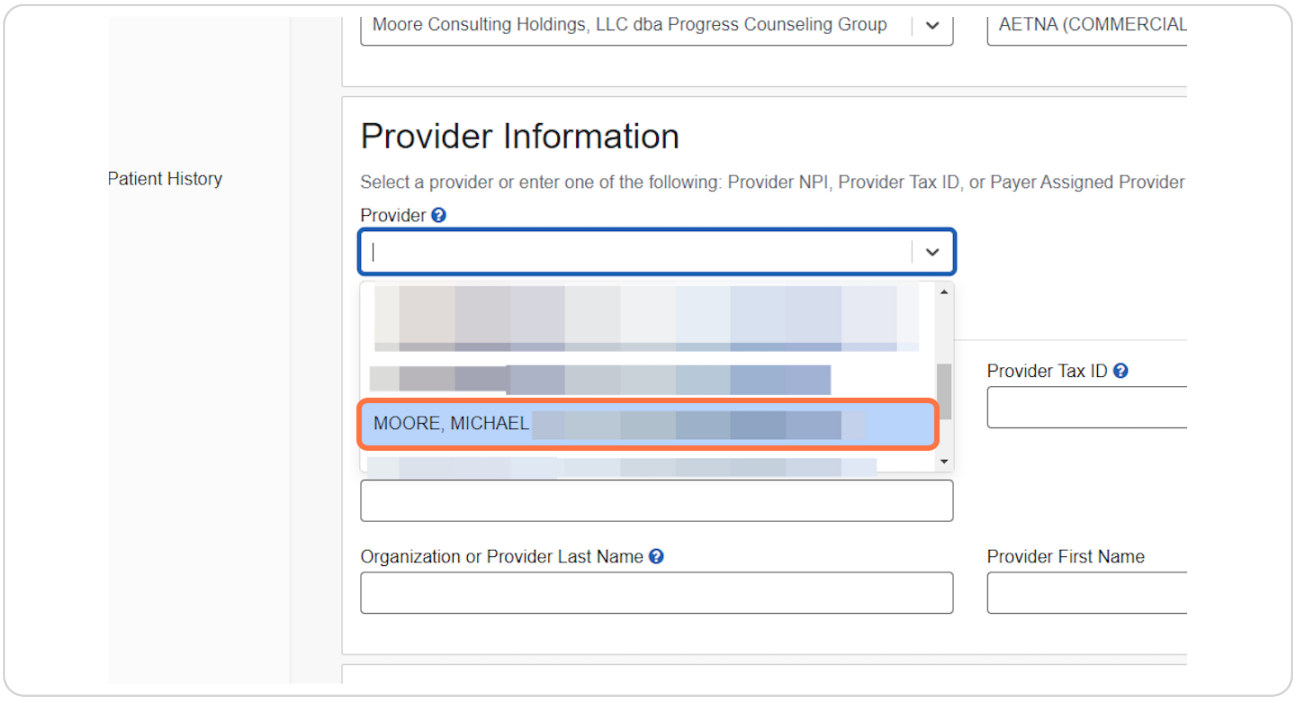
STEP 14

Click on Dropdown to select provider



STEP 15

Select yourself as provider

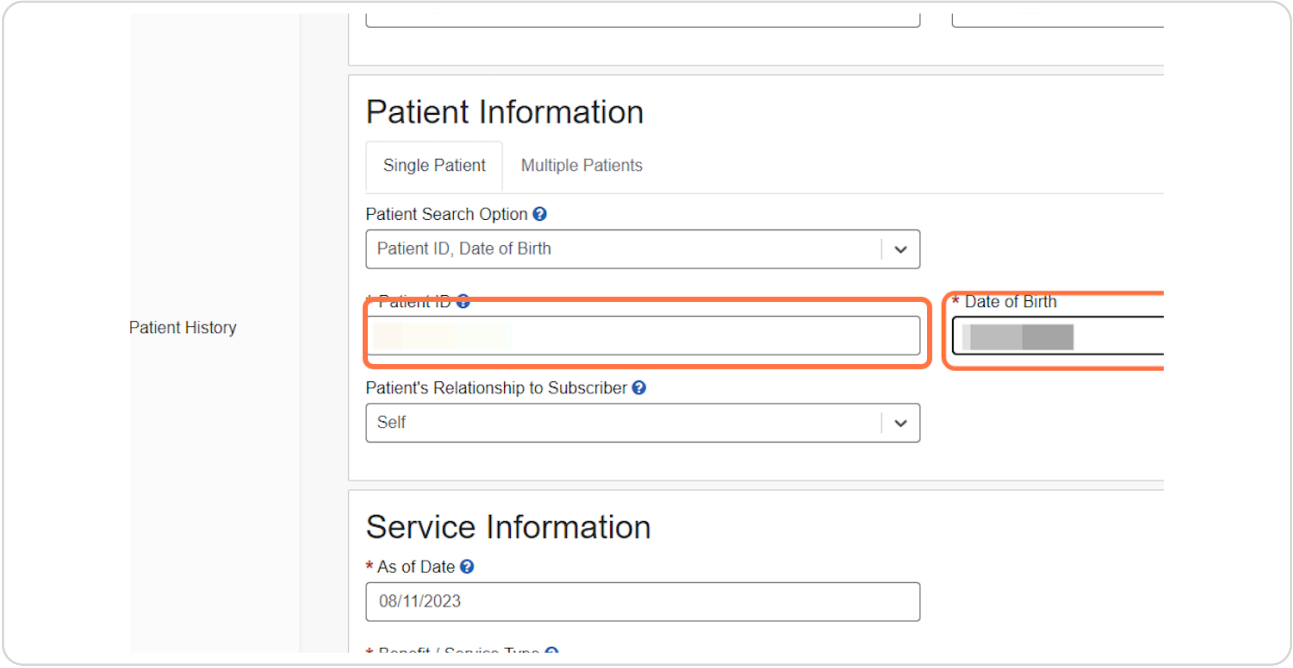


STEP 16

Enter Patient ID (Member ID)

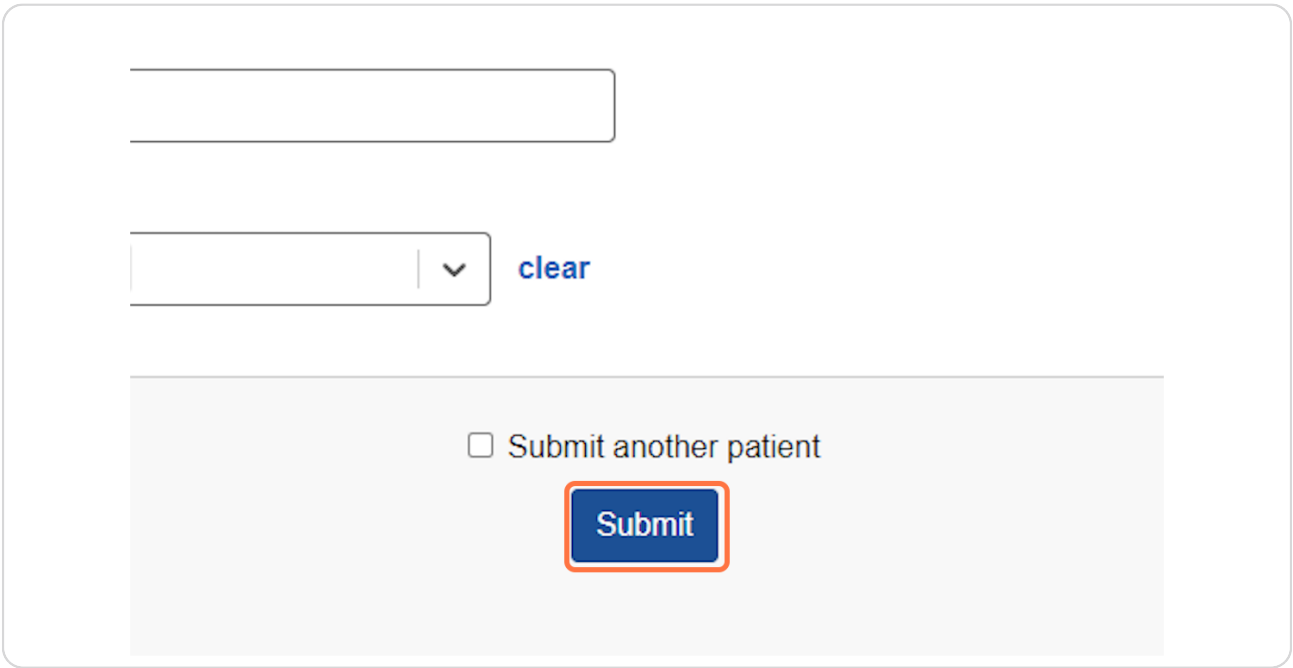
STEP 17

Enter Date of Birth



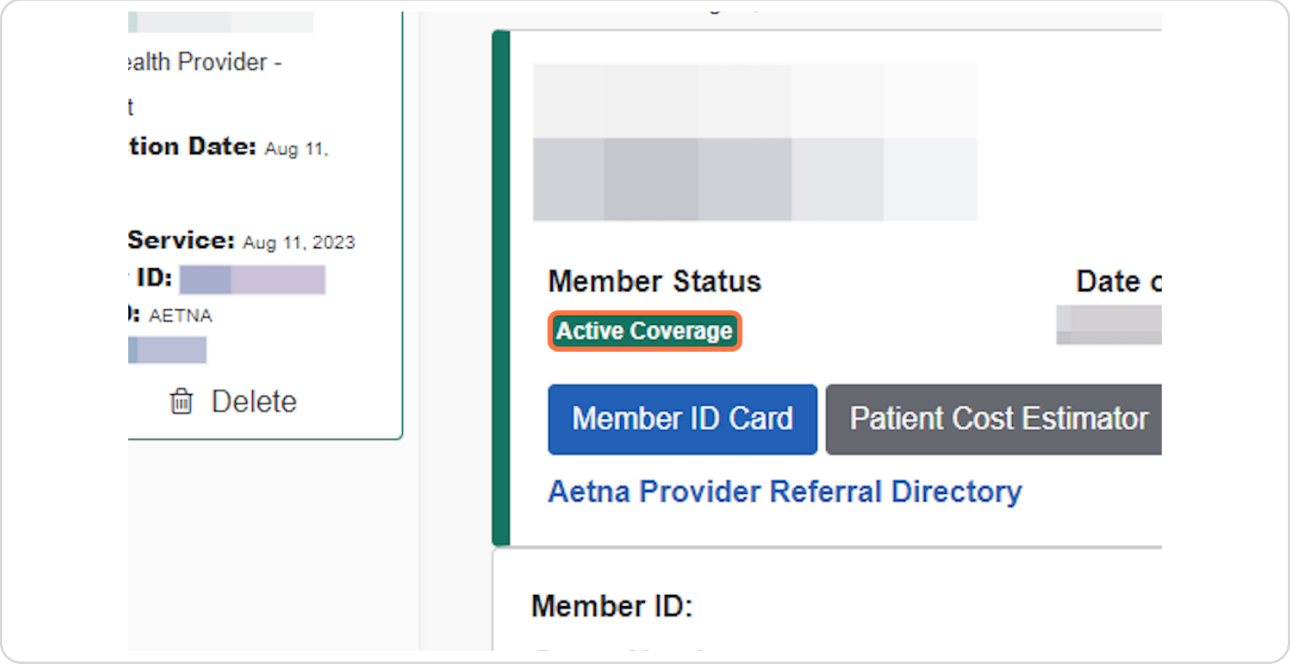
STEP 18

Click on Submit



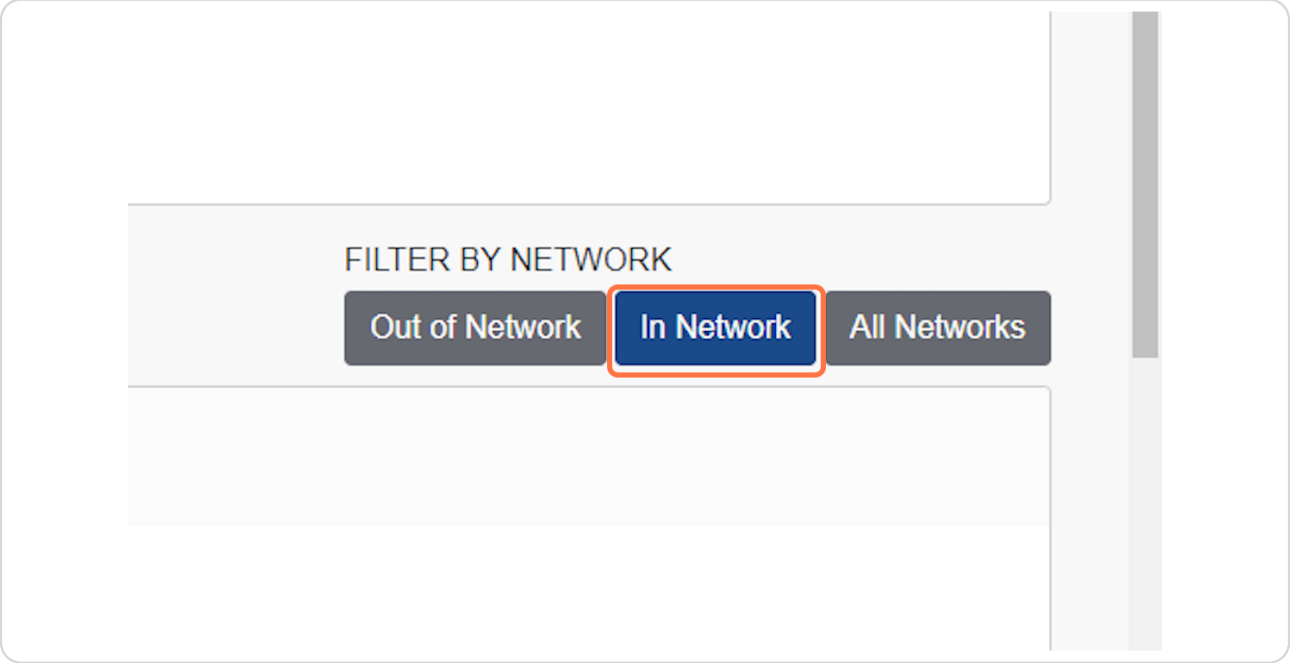
STEP 19

Click on Active Coverage



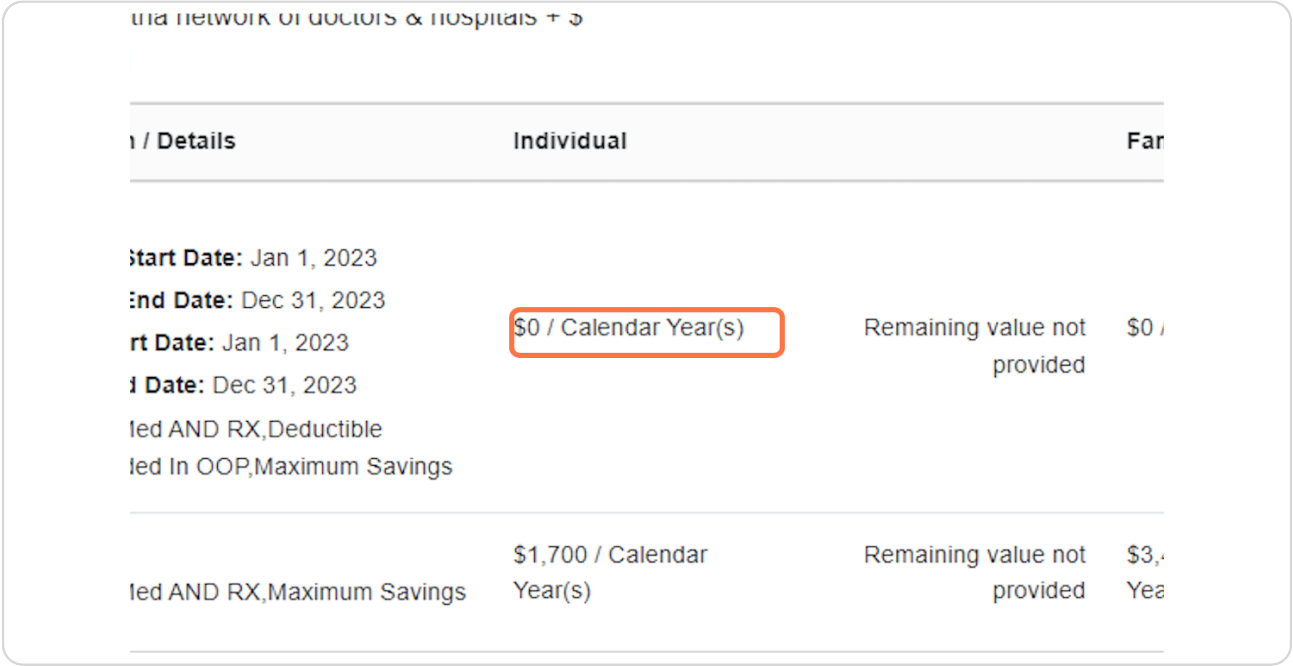
STEP 20

Click on In Network



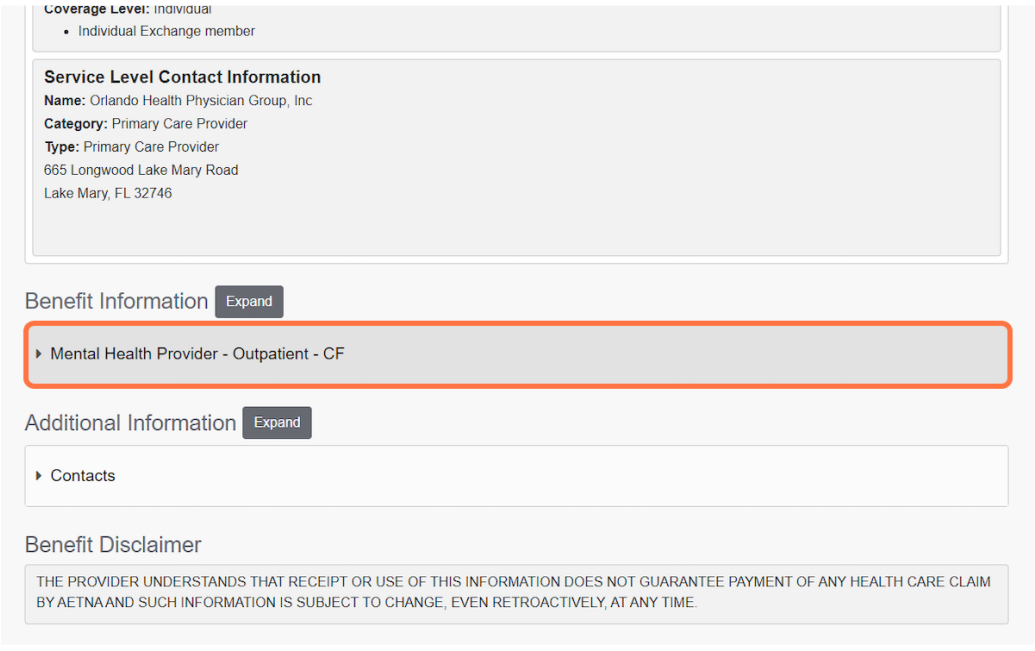
STEP 21

Review Deductible information



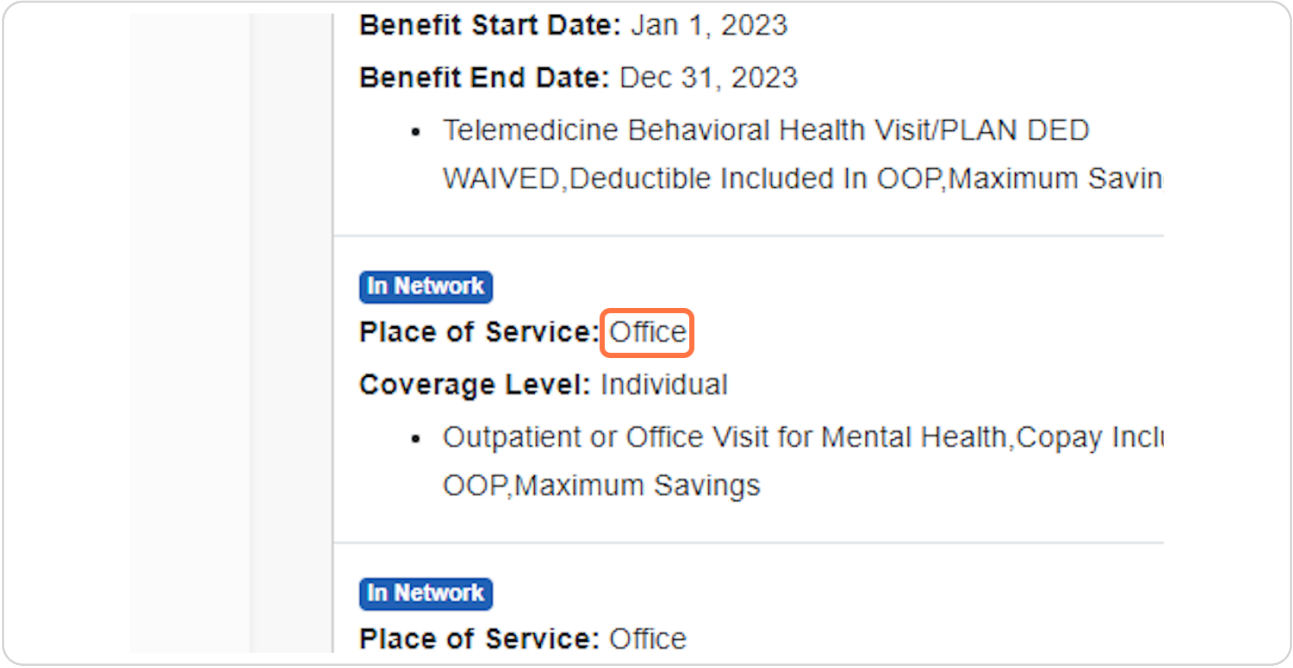
STEP 22

Click on Mental Health Provider - Outpatient - CF



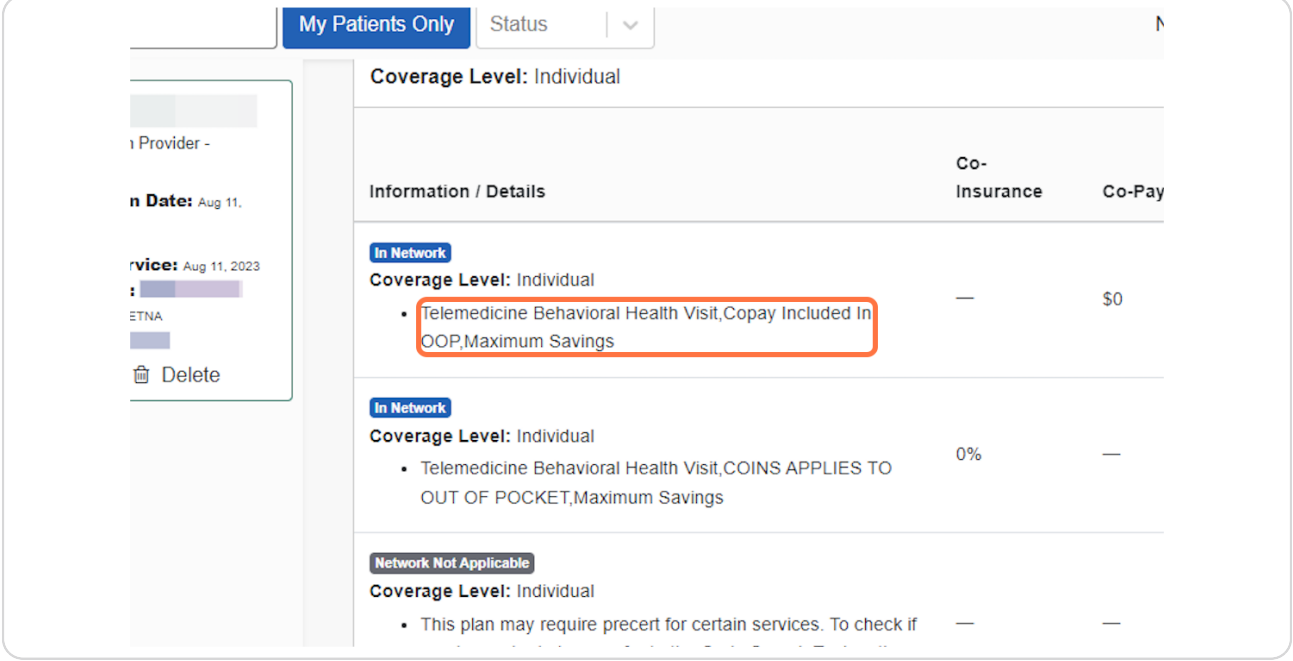
STEP 23

For in person - Click on Office



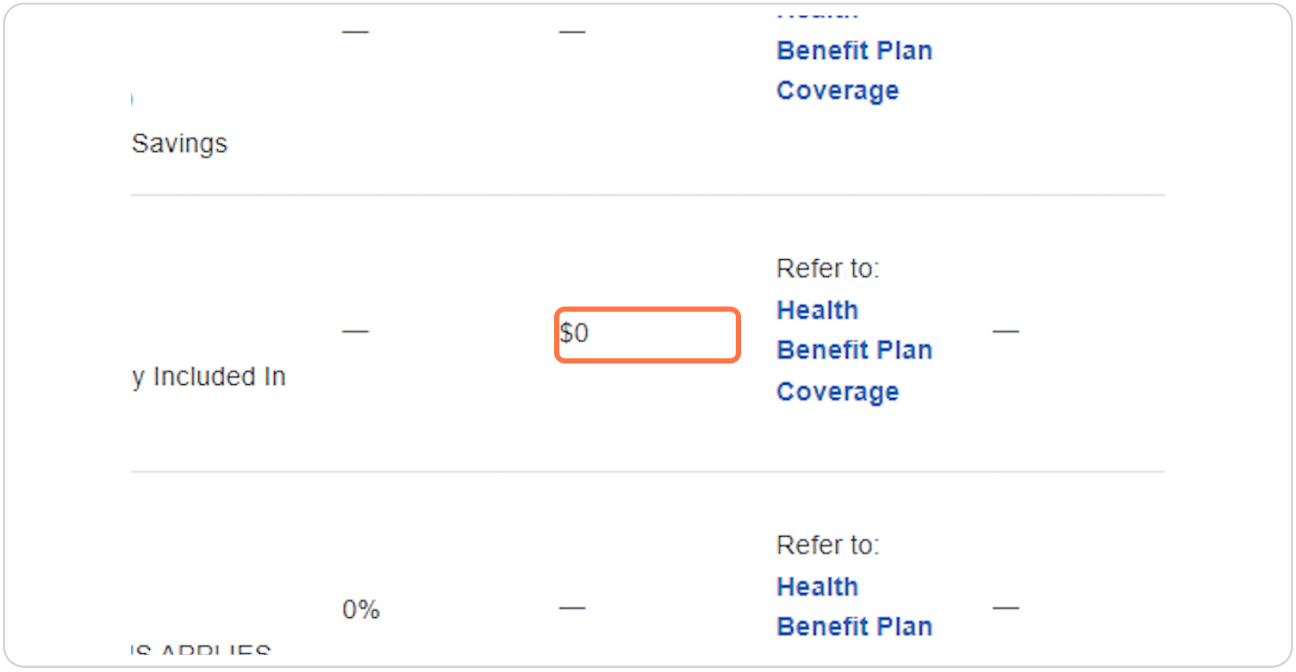
STEP 24

For Telehealth Click on Telemedicine Behavioral Health Visit



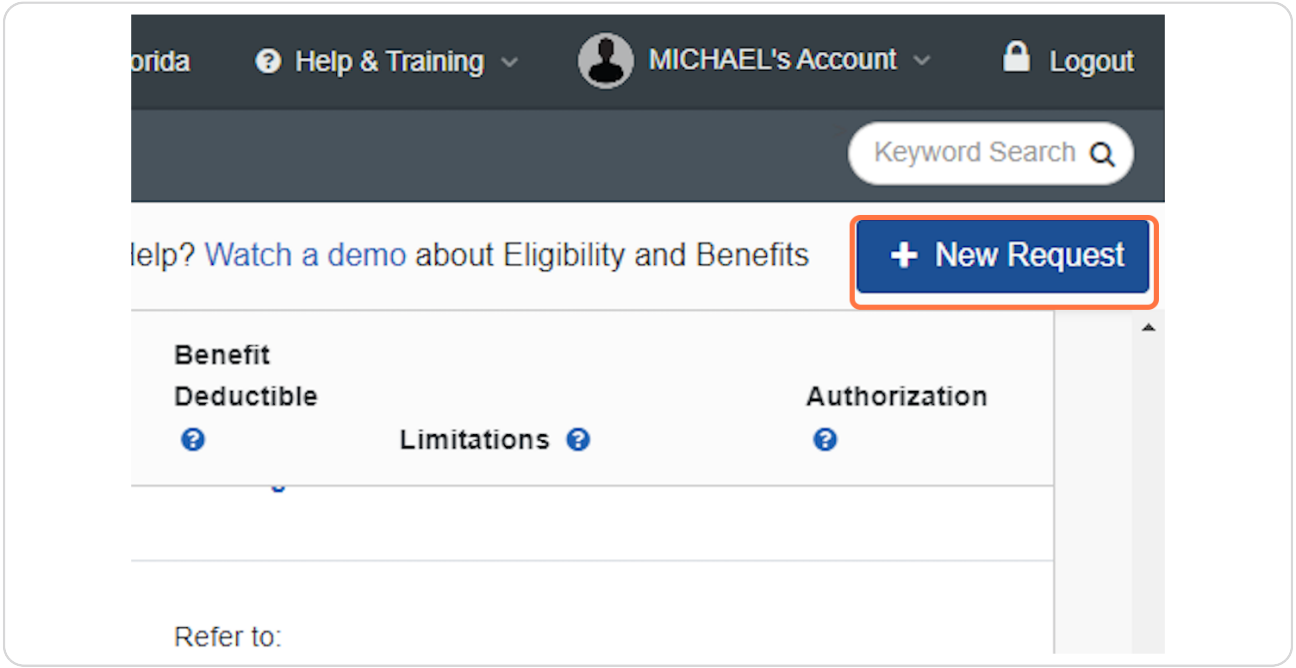
STEP 25

Review Copayment information



STEP 26

Click on New Request to lookup another client



Tango

Never miss a step again. Visit Tango.us