

Reporting On-Demand is an online application 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 Oklahoma (BCBSOK).

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.

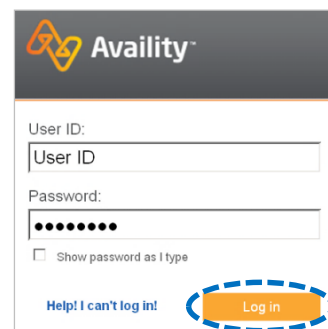
Reporting On-Demand is accessible to existing Availity Administrators and users assigned the HCSC Reporting role in Availity. If you are not registered with Availity and would like to use this application, go to [availity.com](http://availity.com) and complete the guided online registration process – at no charge.

**Note:** To obtain this information on claims not processed by BCBSOK (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.com](http://availity.com)
- ▶ Select **Availity Portal Login**
- ▶ Enter User ID and Password
- ▶ Select **Log in**

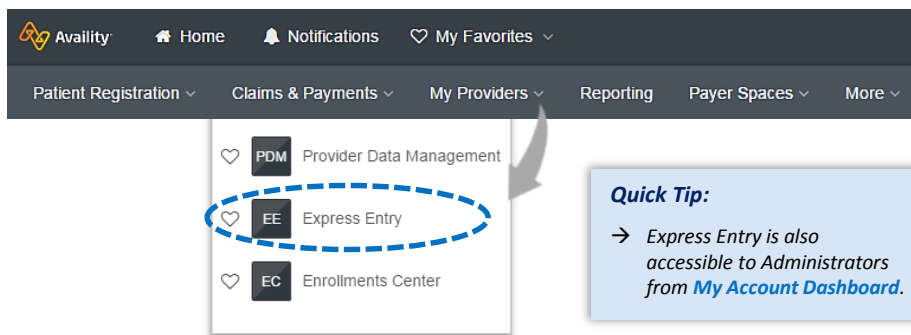
**Note:** Only registered Availity users can access Reporting On-Demand.



## 2) Express Entry Set-up

The organization's NPI and Tax ID numbers must both be added to Express Entry for this information to display in the Reporting On-Demand drop-down required fields.

- ▶ Select **My Providers** from the navigation menu
- ▶ Select **Express Entry**



**Note:** Express Entry is only accessible to assigned Availity Administrators.

## 2) Express Entry Set-up (continued)

- ▶ Expand **Add Provider**
- ▶ Enter NPI number in the **Provider's NPI** field
- ▶ Select **Add Provider**

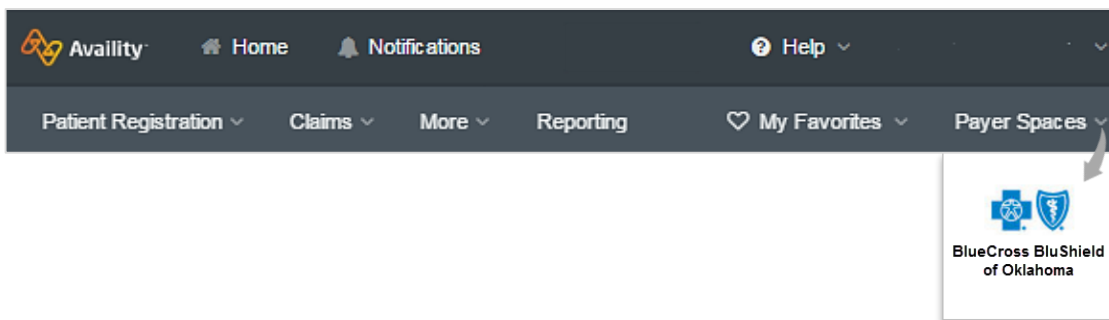
### Quick Tips:

- Associated information will return based on the Provider NPI added.
- The provider name, address, phone and fax numbers may be changed by selecting **Edit**.

- ▶ Select **Add Additional Identifiers**
- ▶ Choose **Tax ID (EIN)** from drop-down menu
- ▶ Enter Tax ID and select **Save**

## 3) Accessing Reporting On-Demand

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



### 3) Accessing Reporting On-Demand *(continued)*

- ▶ In the BCBSOK Payer Spaces section, select the **Applications** tab
- ▶ Next, select **Reporting On-Demand**

The screenshot shows a navigation menu with three tabs: 'Applications', 'Resources', and 'News and Announcements'. The 'Applications' tab is circled in blue. To the right, there is a 'Sort by' dropdown menu set to 'A-Z'. Below the menu, a card titled 'Reporting On-Demand' is highlighted with a dashed blue border. The card contains a heart icon, the title 'Reporting On-Demand', and the text: 'View, print or download your Provider Claim Summary (PCS) and/or other types of...'

### 4) Generating your Provider Claim Summaries

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

**Note:** Required fields are indicated by red asterisks.

- ▶ Select **PCS – Provider Claim Summary** from Report Type
- ▶ Choose provider **Organization**
- ▶ Choose **Tax ID** and **NPI** from drop-down options

**Note:** The provider Tax ID and NPI must both be added to Express Entry for the organization to display in the drop-down.

- ▶ Enter dates in **Search Start** and **End Date** fields

#### Voluntary Options:

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

- ▶ Select **Submit**


The screenshot shows the 'Report Application' form. At the top right, there are logos for BlueCross BlueShield of Oklahoma. The form contains the following fields:

- \* Report Type**: A dropdown menu with 'PCS - Provider Claim Summary' selected.
- \* Organization**: A dropdown menu.
- \* Tax ID**: A dropdown menu with 'Select Tax ID'.
- \* NPI**: A dropdown menu with 'Select NPI'.
- \* Search Start Date**: A date field with '01/01/2019' and a calendar icon.
- \* Search End Date**: A date field with '04/17/2019' and a calendar icon.
- / + 30 days period**: A checkbox option.
- Check Number**: A text input field with the placeholder 'Enter Check Number'.

At the bottom right, there are 'Reset' and 'Submit' buttons. The 'Submit' button is circled in blue.

## 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


BlueCross BlueShield  
of Oklahoma

### Report Summary

Provider Claim Summary  
 Provider Name :  
 Tax ID :

▲ Report Date	Check Number	Pages	Select All
03-02-2019	E9999999	2	<input checked="" 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"/>

◀ Previous    Page 1 of 3    first    ←    **1**    2    3    →    last    **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

