

Humana.

How to access the Humana Member Summary using Availity Essentials



Humana

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Register at www.availity.com

- Follow the steps in this navigation guide by signing in to Availity Essentials at www.availity.com to access the Humana Member Summary.
- Before logging in to the portal, a physician or administrator should register the organization. This person will be assigned as the **Administrator** and can grant access to others needing to generate Humana Member Summaries.

Getting started with Availity Essentials

- Once registered, go to www.availity.com and select the Log in to Essentials button at the top of the screen.



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Connecting the Network of Healthcare

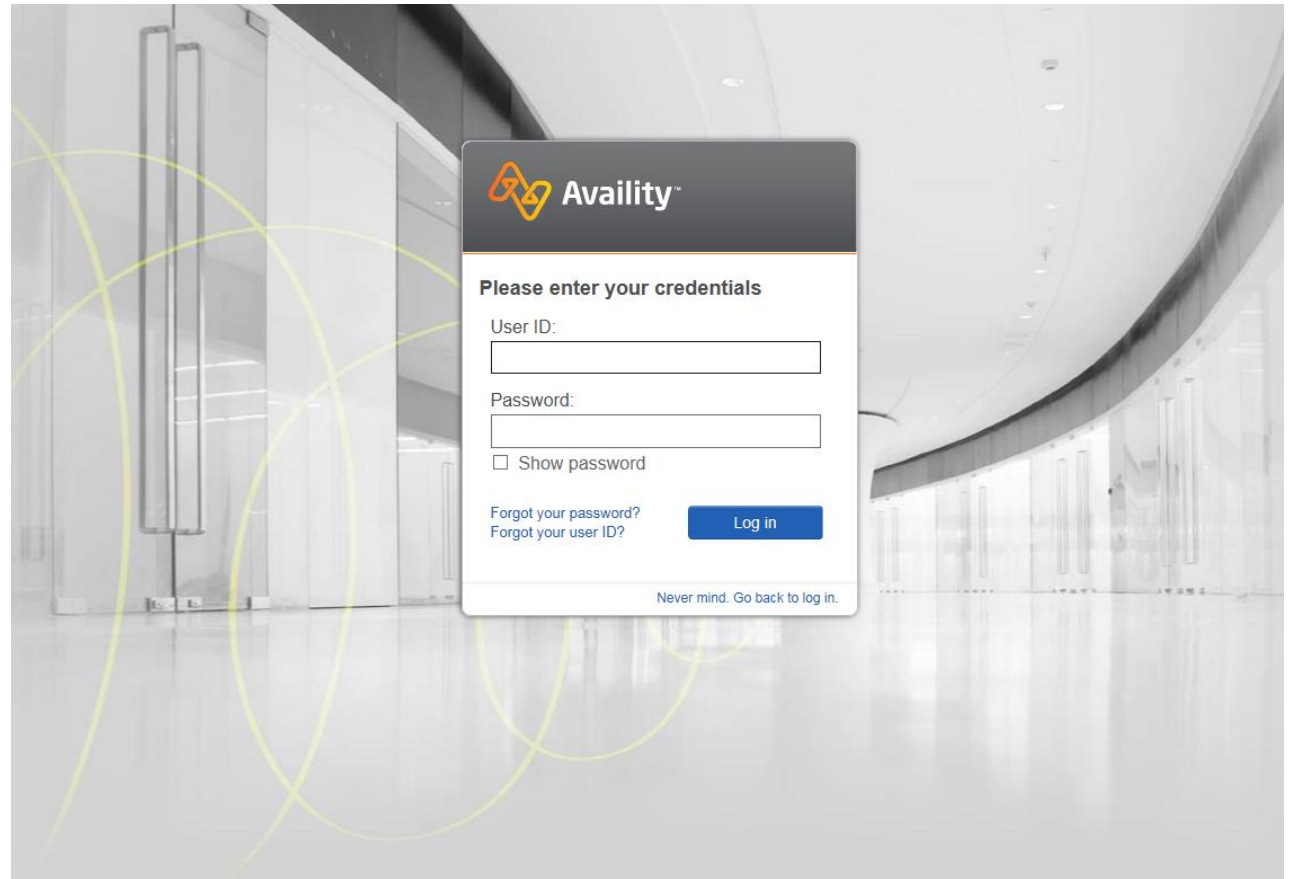
Every day, health plans and providers are working to improve health outcomes. But healthcare's inefficiencies make it difficult to exchange critical administrative and clinical information throughout the patient journey.

Availity bridges this gap by making it easier for health plans and providers to collaborate and share data.



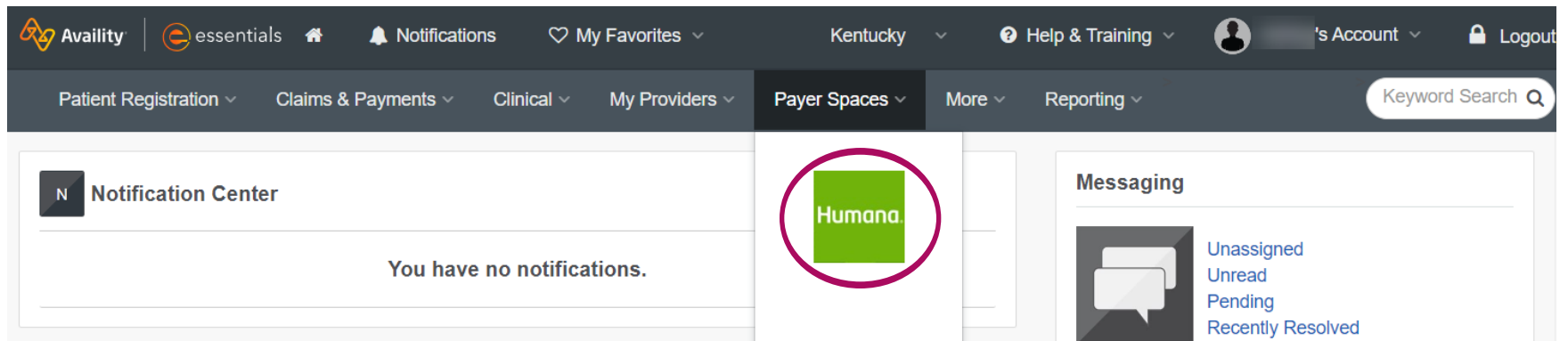
Log in

- Log in using your user ID and password.



Patient Care Summary

- Select **Payer Spaces** and then select **Humana**.



Member Summary Batch

- Select **Member Summary Batch**.
- Select your organization.
- Select Submit.

The screenshot shows the Humana portal interface. At the top, there is a navigation bar with links for Availability, essentials, Notifications, My Favorites, Kentucky, Help & Training, and Account. Below this is a secondary navigation bar with links for Patient Registration, Claims & Payments, Clinical, My Providers, Payer Spaces, More, and Reporting. A search bar is located on the right side of the navigation bar. The main content area features a large banner with the text "Manage your appeals and disputes online" and a description of the process. Below the banner is a search bar with the placeholder text "Start typing to search this payer space...". A section titled "Applications" is visible, containing three links: "Member Summary Batch", "Authorization Management", and "Authorization Question and Response". The "Member Summary Batch" link is circled in red. The link text is "Member Summary Batch" and the description below it is "Produce multiple Member Summaries simultaneously."

Home > Humana > Member Summary Batch

Member Summary Batch

Select an Organization

Select...

Cancel

Submit

Select an option and follow the instructions

- Select either **Member Summary Batch** or **Individual Standard Member Summary** and follow the instructions to generate Humana Member Summaries.

Humana Member Summary [FAQ](#) [Log out](#)

This function allows you to produce multiple Member Summaries simultaneously by following the instructions below.

☒ Member Summary Batch – Use this option to upload an Excel spreadsheet containing information for a large number of members or for multiple physicians.

☐ Individual Standard Member Summary – Use this option to enter member information on screen to produce Member Summaries.

Instructions:

- Download template
- Complete template by entering data into all required fields
- Save and Close the template document (The data cannot be uploaded unless it is saved)
- Upload template with member data (File must be in .xlsx format – office 2007 or later)
- Use drop down to sort file
- Click "Process Batch"
- Each zip will then show on the screen once processed
- Click download to receive zip document
- The clear button will clear/cancel the download grid. Any download in process will be cancelled and will no longer be available for download

NOTE: Please see FAQ link at the upper right hand corner for additional information.

- [Click here to download template.](#)
- Upload .xlsx for batch Member Summary No file chosen
- Sort file by

All batches are subject to max file constraint of 10 megabytes. Once the 10 megabytes limit is reached a new .zip will be created with a number appended to the file name.