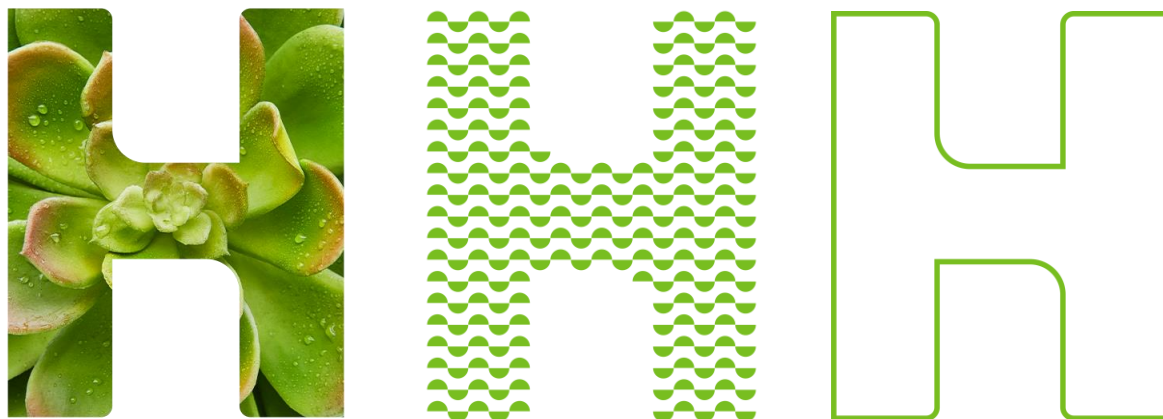




HumanaDental Member Summary



HumanaDental Member Summary on Availity Essentials

Register at www.availity.com

- This navigation guide will walk you through how to access the HumanaDental Member Summary on Availity Essentials.
- To log in to Availity Essentials, you and your organization will need to be registered.
- If your organization does not have an account and you are designated as your organization's administrator, use the [online registration form](#) to set up your account.



HumanaDental Member Summary on Availity Essentials

Log in at www.availity.com

- If you are registered, proceed to [Availity Essentials](#) to log in with your user ID and password.
- To request a username and access to specific tools, contact your organization's Availity administrator.
- If you do not know who your Availity administrator is, call Availity Client Services at **800-AVAILITY (800-282-4548)** Monday – Friday, 8 a.m. – 8 p.m., Eastern time.



HumanaDental Member Summary on Availity Essentials

HumanaDental Payer Space

- Select Payer Spaces and then select HumanaDental from the drop down

The screenshot displays the Availity Essentials user interface. The top navigation bar includes the Availity and essentials logos, a home icon, a notifications bell, a heart icon for 'My Favorites', a location dropdown set to 'Kentucky', a 'Help & Training' link, a user profile icon labeled 'Account', and a 'Logout' button. Below this is a secondary menu with tabs for 'Patient Registration', 'Claims & Payments', 'Clinical', 'My Providers', 'Payer Spaces' (which is currently selected), 'More', and 'Reporting'. A 'Keyword Search' bar is located on the right side of this menu. The main content area is divided into three columns. The left column contains a 'Notification Center' with a message 'You have no notifications.' and a section for 'My Top Applications'. The middle column shows a dropdown menu for 'Payer Spaces' with two visible options: 'Humana.' and 'Humana Dental'. The right column features a 'Messaging' section with a list of message statuses: 'Unassigned', 'Unread', 'Pending', and 'Recently Resolved'.

HumanaDental Member Summary on Avality Essentials

Member Summary Batch

- Select the Member Summary Batch application
- Select your organization
- Select Submit

[Home](#) > [Humana Dental](#) > Member Summary Batch

Member Summary Batch

Select an Organization

Select... ▼

[Cancel](#) [Submit](#)

Avality | essentials | Notifications | My Favorites | Kentucky | Help & Training | My Account | Logout

Patient Registration | Claims & Payments | Clinical | My Providers | Payer Spaces | More | Reporting | Keyword Search

[Home](#) > [Humana Dental](#) [Give Feedback](#)

Humana

Welcome Humana Dental Providers!

We value our continued partnership in achieving success together.

This secure portal is designed for you to access helpful information and resources.

Start typing to search this payer space... Search

[Applications](#) [Resources 1](#) [News and Announcements 2](#) Sort By [A-Z](#)

THESE LINKS MAY RE-DIRECT TO THIRD PARTY SITES AND ARE PROVIDED FOR YOUR CONVENIENCE ONLY. AVILITY IS NOT RESPONSIBLE FOR THE CONTENT OR SECURITY OF ANY THIRD PARTY SITES AND DOES NOT ENDORSE ANY PRODUCTS OR SERVICES PROVIDED BY THIRD PARTIES!

♥ [Member Summary Batch](#)

Produce multiple Member Summaries simultaneously.

♥ [Dental Provider Directory](#)

Inform Humana of any updates needed to your provider directory information.

♥ [DHMO Rosters](#)

Access your monthly active patient rosters and capitation payment information.

HumanaDental Member Summary on Avelity Essentials

Member Summary Batch

- Choose either **Member Summary Batch** or Individual Standard Member Summary.
- Follow the onscreen instructions to download the template.

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.

HumanaDental Member Summary on Availity Essentials

Individual Standard Member Summary

- When choosing **Individual Standard Member Summary**, the form and instructions will change.
- Enter Member ID and Date of Birth in the applicable fields.
- Follow the instructions to process and download the Member Summary.

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:

- i. Enter the Member ID and Date of Birth in the applicable fields below. A list containing Member ID's and Date of Birth's must be copied from consecutive columns of an Excel document.
- ii. New rows can be added to enter additional Member ID and Date of Birth if desired
- iii. Select the 'Process' button to begin generating the Individual Standard Member Summaries
- iv. A link to 'Open' each Member Summary will display on the screen when the Member Summary is complete. Select 'Open' to View, Print, or Save the Member Summary
- v. Select the 'Download' option at the bottom of the screen to retrieve a .zip file containing all of the generated Member Summaries with the ability to Open/Save/Print the file
- vi. Select the 'Clear' option to reset the screen (any download in process will be cancelled and will no longer be available)
- vii. Member Summaries generated by the 'Individual Standard Member Summary' option will expire 7 days after being generated and will no longer be available to Open or Download

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

<u>Member ID</u>	<u>Date of Birth (MM/DD/YYYY)</u>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>

[+ Add](#)

HumanaDental Member Summary on Availity Essentials

Frequently Asked Questions

- See the FAQ link at the top right of the screen for additional information.

