



QUICK START GUIDE

Clinical Quality Validation

Introduction

Use tools on the Availity Portal to complete Clinical Quality Validation (CQV) and attach medical records for your patients. We recommend these steps to get started. Participating payers vary, and exact application interfaces might differ.

Access

Your organization's Availity Administrator can set up your user ID to access these tools. Ask for the Office Staff and Medical Staff roles to complete, review, and submit forms.

Help, training, and support

Click **Help & Training** to access help, training, and online support.

Access the tools

1

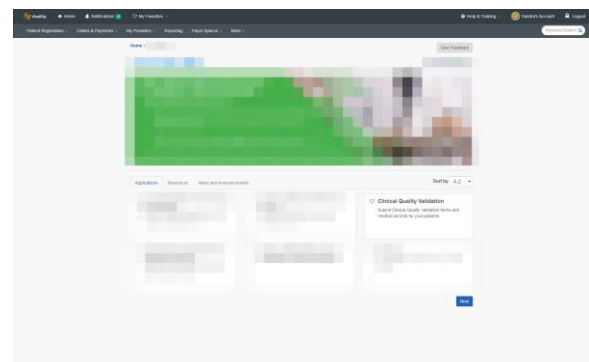
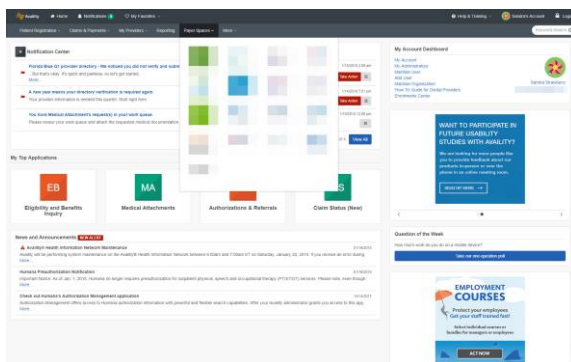
Select **Payer Spaces** and then the payer's logo.

NOTE: The list of payer logos varies by region.

2

In the **Applications** tab on the Payer Spaces page, select **Clinical Quality Validation**.

NOTE: Location of the button varies depending on the number of applications in your list.



Use the tools

3

This is an example of a CQV work queue page. Forms are color-coded by status.

- a) Select one or more filters to narrow the list. Select **Apply** to filter and **Reset** to clear the filter.
- b) Click a row to display a patient's form.
- c) Click the **Export to:** icon to export the list as a CSV file to use in a spreadsheet program like Excel.

4

This is an example of a new CQV form. Sections vary by payer, plan and patient.

- a) Start at the top of the form and complete fields in the order they display.
- b) Click sections to open and close them.
- c) Select **Add File Attachment** to add a document and select the section that document supports. Repeat to add up to five documents.
- d) Click **Submit** to submit a completed form. Click **Save** to save the form without submitting.