



How to access the Humana Member Summary using the Aavailability.com provider portal

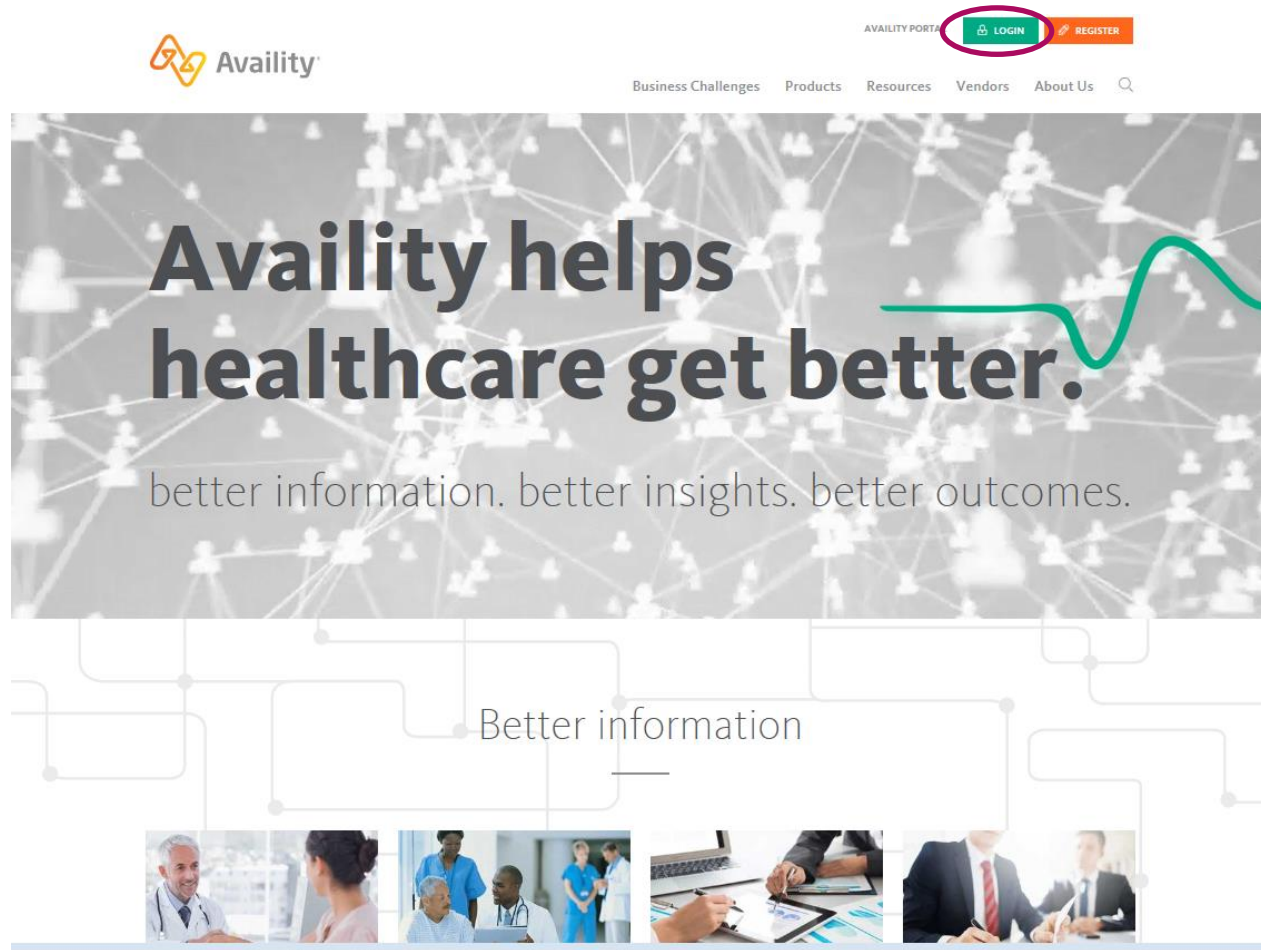


Register at Availity.com

- Follow the steps in this navigation guide through the [Availity.com](#) provider portal 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 \(PAA\)](#) and can grant access to others needing to generate Humana Member Summaries.

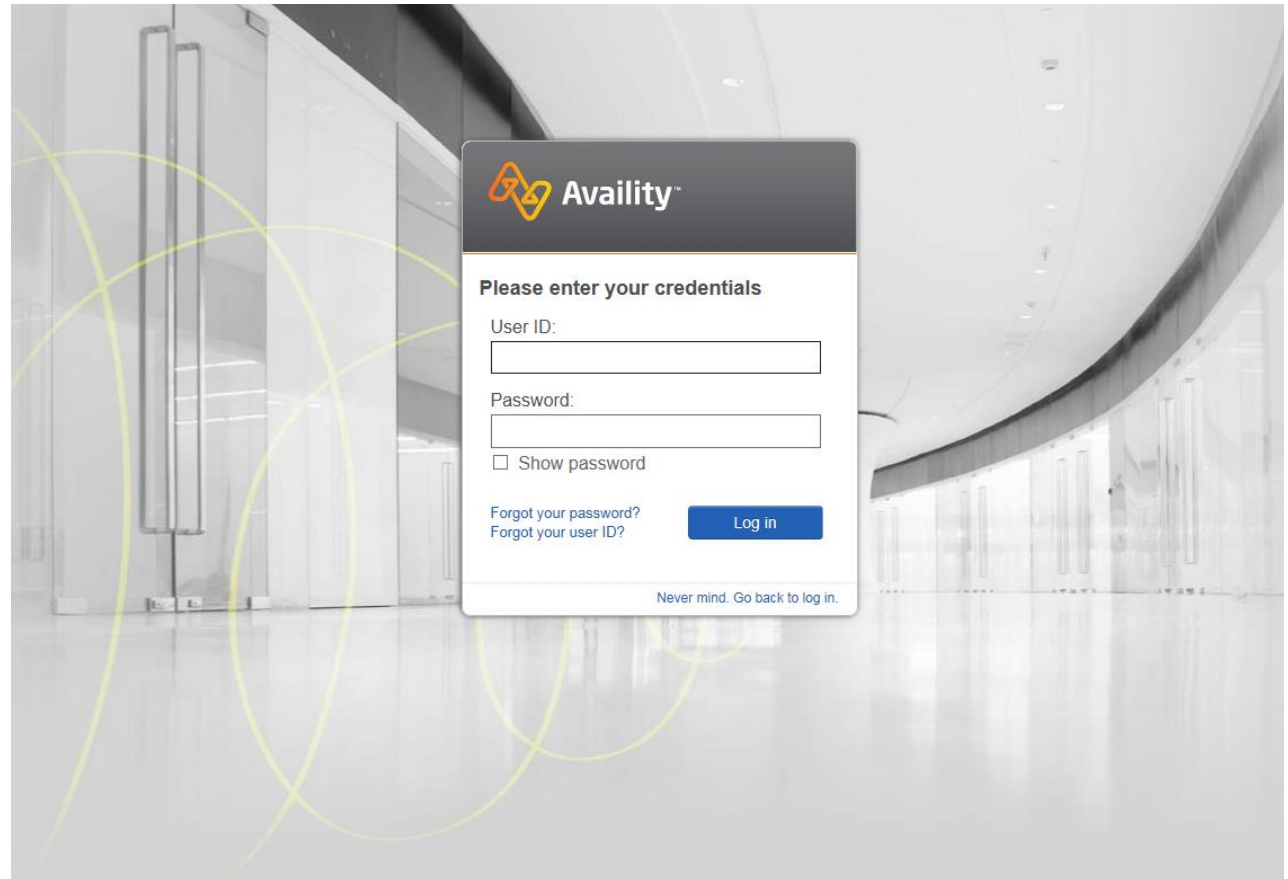
Getting started at Availity.com

- Once registered, go to www.Availity.com and click on the login button at the top of the screen.



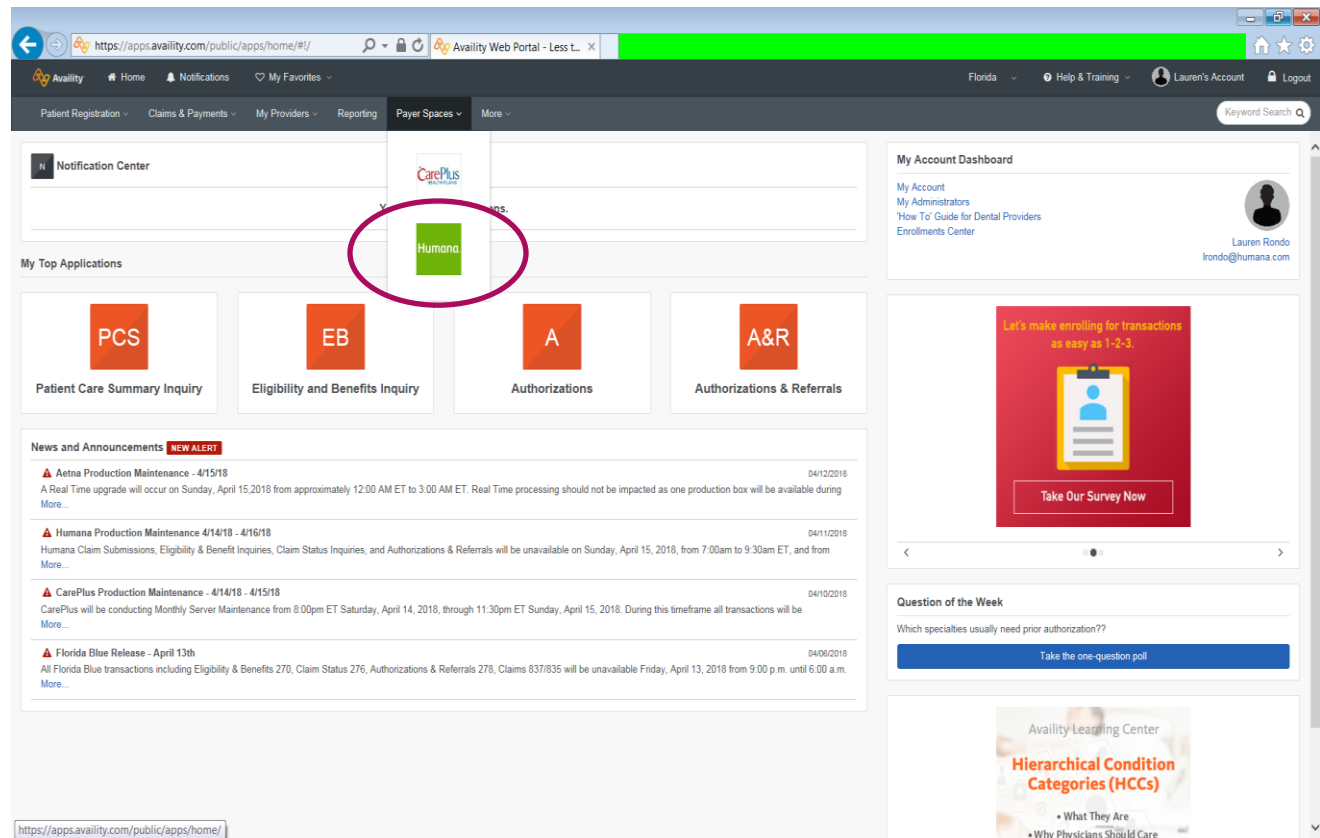
Log in

- Log in using your user ID and password.



Patient Care Summary

- Click on the **Payer Spaces** drop-down menu.
- Click on **Humana**.



Member Summary Batch

- Click on **Member Summary Batch**.

The screenshot displays the Humana Avality Web Portal interface. At the top, there is a navigation bar with the Avality logo, Home, Notifications, My Favorites, and a user profile for Lauren's Account. Below this is a secondary navigation bar with links for Patient Registration, Claims & Payments, My Providers, Reporting, Payer Spaces, and More. The main content area features the Humana logo and a banner with the text: "Still using Humana's secure portal? Humana is asking health care professionals to move to the secure Avality portal. Please use Avality and register others in your organization as needed." Below the banner, there are tabs for Applications (1), Resources, and News and Announcements. A grid of application tiles is displayed, with the "Member Summary Batch" tile circled in red. The tiles include: Authorization Management, Documentation and Coding Review Results (marked as New), Humana Care Profile, Pharmacy Prior Authorization, and Practitioner Assessment Form (PAF). A "Next" button is located at the bottom right of the grid.

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](#)

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
- 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.

[Legal](#) | [Privacy Practices](#) | [Internet Privacy Statement](#) | [Licensure](#) | [Humana Home](#) | Copyright © Humana Inc

This is a Secure Site

HUMANA.
Guidance when you need it most