

## Accessing remittance inquiry

Washington | Medicaid

### To access remittance inquiries, follow the steps below:

1. Log in to Availity Essentials.
2. Access the Remittance Inquiry Tool via the **Payer Spaces** option from the top navigation.
3. Choose the **Wellpoint** tile from the *Payer Spaces* drop-down box.
4. Select **Applications**, then select the **Remittance** Inquiry tile.
5. Choose your organization and tax ID from the drop-down box, and search by check/electronic funds transfer (EFT) number or issue date range. After entering the appropriate information, select **Search** (Note, this image is by check/EFT number).
6. To search by issue date range: Either select the provider from the **Express Entry** drop-down or enter the NPI, indicate the date range, and then select **Search**.
7. From the *Remittance Inquiry Results* page, the results can be sorted by provider name, issue date, check/EFT number, or check/EFT amount.

### Additional information:

- Remit images are available for all Wellpoint members.
- Remits of over 50 pages will return the first 50 pages for viewing.
- To view all pages, download, or print the remit.
- Search in span of seven days and up to 15 months back.
- To conduct a remittance inquiry, access to *View Claims Status Inquiry* is needed.