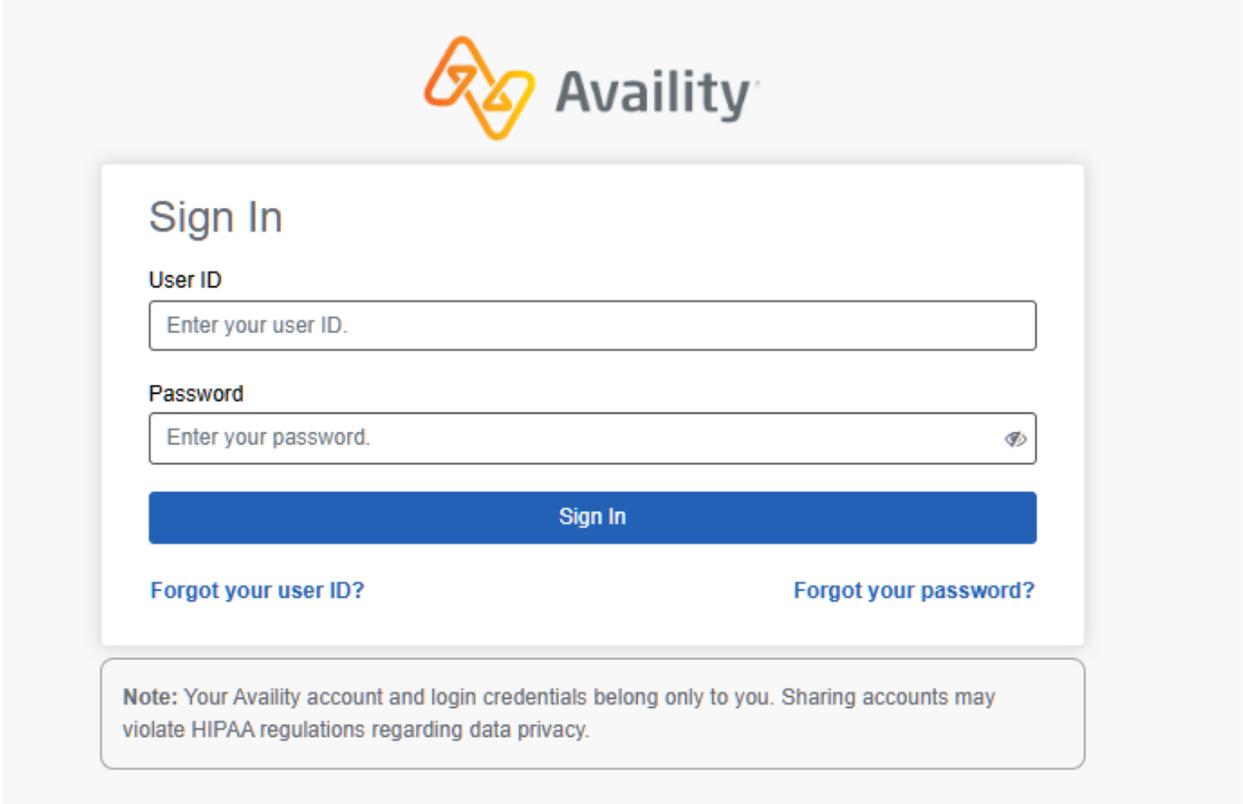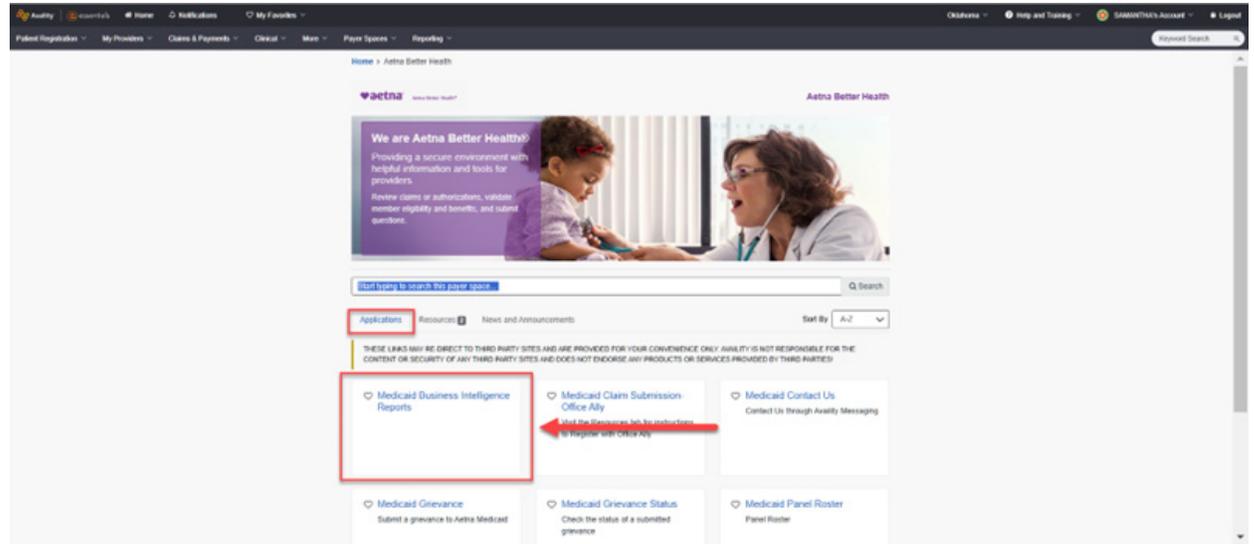# Accessing PCMH payment reports via Availity

This document outlines what steps an Oklahoma provider will take to access their PCMH payment report(s) using the provider portal

Step	Action
1.	Log on to the provider portal using your credentials. Please note if you are not registered with Availity, you can do so **here**. For assistance registering please contact Availity Client Services at **1-800-282-4548** Monday through Friday 7 AM to 7 PM CT (excluding holidays).
2.	Select the Aetna Better Health Payer Space tile:

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Aetna Better Health®
of Oklahoma
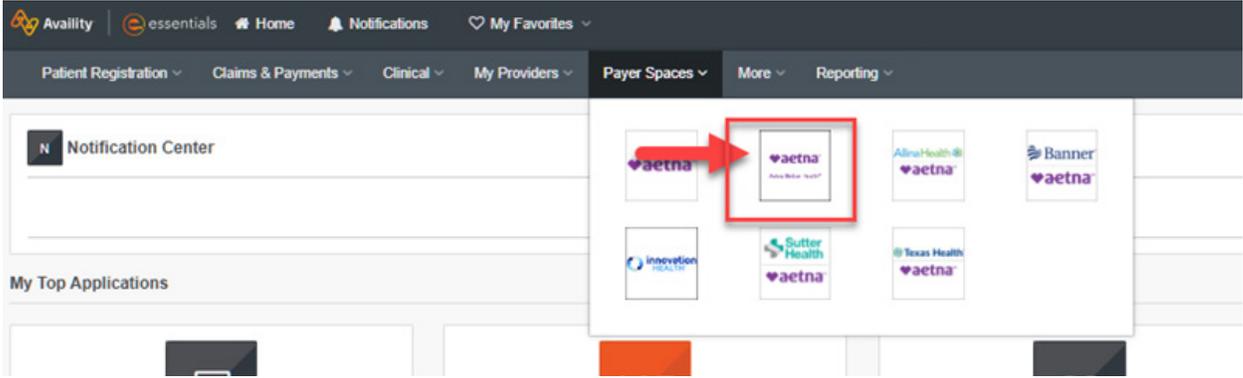
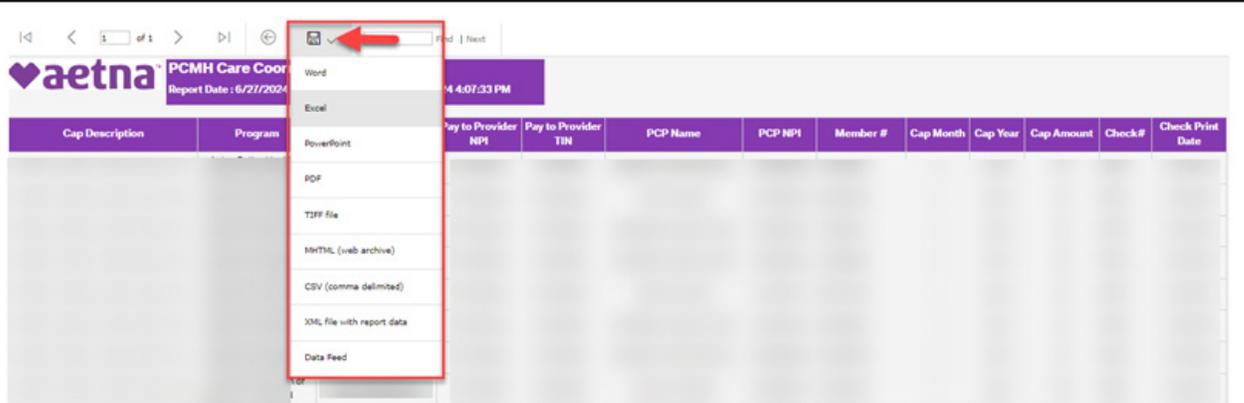| 3.	Select Medicaid Business Intelligence Reports from the Payer Space Applications page.
4.	Enter the Organization, Tax ID, and NPI. Click Submit.
	Please Note: The provider must have registered with Availity's Manage My Organizations to proceed. If they didn't, they can do so within Availity.
	For assistance with the Manage My Organizations process, they will need to call Availity Client Services at **1-800-282-4548** Monday through Friday 7 AM to 7 PM CT (excluding holidays).
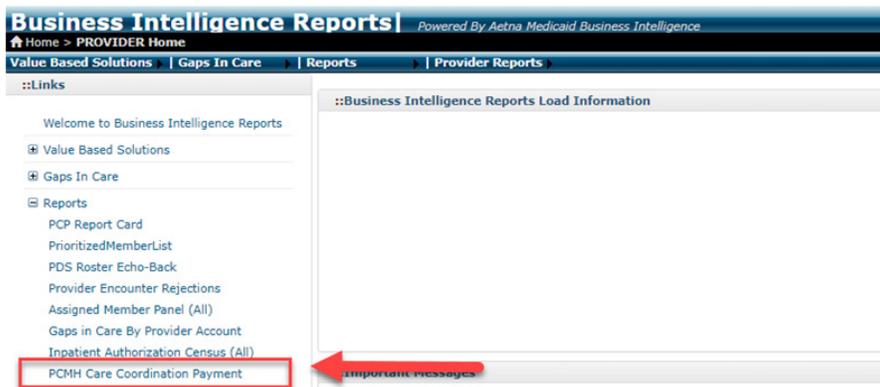
5.	When the submit button is clicked, it opens a new tab for Business Intelligence Reports. Pick "**Reports**" section as shown below and click on "**PCMH Care Coordination Payment**" to open the report.
6.	
	The PCMH Care Coordination Fee Payment Report captures the member roster for which a given PCP/PCMH is paid. Payments starting from May 2024 are captured in this database. Note that the information is captured at the provider TIN # and NPI # level for now.
7.	
	Click on the **export logo** to export the report in desired format (excel, pdf etc.) and the file will be saved in the "**downloads**" folder on local machine.
8.	**End process**