

## Healthfirst NY

### 835

#### EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- See steps below to access the payer's web portal and complete the online request with the payer.
- COMPLETE the enrollment using the provider's billing/group information as credentialed with payer.
- ERA enrollment processing timeframe is approximately 30 days.
- Support Vendors may contact the EDInsight Enrollment Team to follow up on the ERA setup request. Or, the provider may contact Change Healthcare at (800) 956-5190.

#### 835 Electronic Remittance Advice:

GO TO and LOG ONTO the payer portal at –

<https://payerenrollservices.com/>

- Select '**Begin Enrollment**' to create a login.
- Once you have logged in, you will be taken to the '**Provider Information**' screen. Enter in all the requested information, then click '**Continue.**'
- On the '**Provider Contact Information**' screen, enter in all the requested information then click '**Continue.**'
- On the '**Bank Information**' screen, answer '**Yes**' if you wish to enroll for EFT. If not, answer '**No**' then click '**Continue.**'
  - If you answered 'Yes' to the prompted question, click '**Add Bank.**' Enter in all the requested information, then click '**Submit.**'
  - You must then attach a voided check or bank letter. Attach the file, then hit '**Submit.**'
- On the '**Enrollment**' screen, click '**Add Enrollment.**'
- From the '**Payer**' dropdown box, select '**Healthfirst NY.**'
- Under '**Service Selection,**' check '**ERA.**' If you are enrolling for EFT too, check '**EFT.**'
- You will be given two options: TIN and TIN & NPI(s).
  - Choose '**TIN**' if you wish to enroll all NPIs associated with your Tax ID.
  - Choose '**TIN & NPI(s)**' if you wish to enroll some of the NPIs associated with your Tax ID.
  - **Please note:** If you would like your enrollment to be effective in the future, specify the date in the Effective Date box.
- Under the '**ERA Information**' screen, click the '**Clearinghouse**' dropdown, select '**Availity,**' and click '**Continue.**'
  - **Please note:** A pop up will appear that an additional step is required. Click '**OK**' to proceed.
  - If you selected EFT, you will be prompted to confirm your bank account. Click '**Submit**' to confirm.

#### Submit Enrollment to the PI Enrollment Team within EDInsight.

LOG INTO EDInsight, GO TO-[**Enrollment Manager**]

LOCATE and SELECT the payer enrollment record.

CLICK [**SUBMIT Enrollment**]

ENTER note indicating, "**Healthfirst NY ERA setup completed on payerenrollservices.com.**"

CLICK "**Save**" icon to save note and close the box.

This action will advance the status of the enrollment record to **PENDING.**

PI Enrollment will take action to add a record in Waystar to complete the enrollment and the status of the request will be changed to **COMPLETED.**