Kelsey-Seybold
835 ERA

ERA Enrollment Instructions:

- The billing provider must have an EDIinsight customer account.
- Submit this payer enrollment request **within EDIinsight –Enrollment Manager tool**, using **PAPERLESS** method.
- **Support Vendors may contact the EDIinsight Enrollment Department for assistance.**
- ERA enrollment timeframe **is approximately 30 business days**.
- To receive ERAs for this payer, you must first be contracted and enrolled for EFT. To contract with the payer, please visit the following link: https://www.kelsey-seybold.com/pages/affiliate-provider.aspx.
- Once you are contracted, you will be provided an EFT form. You must reach out to the payer at affilateproviders@kelsey-seybold.com for questions about contracting and EFT enrollment.

835 Electronic Remittance Advice:

- Once you are contracted and receiving EFT, you **must** notify the payer that you wish to receive ERAs via e-mailing them at affiliateproviders@kelsey-seybold.com.
- You will be reached out to by someone at Kelsey Seybold to facilitate the ERA setup process.
- Please request to have the ERA test completed in "production" through Availity.
    - Please note: EDIinsight utilizes Availity as our connection to this payer. You must ask for Availity or your enrollment will not be processed correctly.
- Once that is done, please fill out the provider information below and submit to EDIinsight as instructed below.
- Once you successfully receive the test ERA in EDIinsight, you must email the person from Kelsey Seybold that reached out to you for ERA enrollment and let them know that the test was successful. If this is not done, you will not receive any further ERAs.

835 Electronic Remittance Advice:

Billing Group/Provider Name:	
Provider Street Address:	
Provider City, State and Zip	
NPI:	
Tax ID:	
Name of Contact:	
Contact Phone Number:	
Contact Email Address:	
Preferrence for Aggregation:	◯ Tax ID ◯ NPI
Enrollment:	◯ New Enrollment ◯ Change Clearinghouse

Process:

Log into EDIinsight®. GO TO [Search Tools] [Enrollment]
Add or Locate, then Select payer enrollment record Click [SUBMIT Enrollment]
Complete online form, click [SUBMIT Enrollment]