

## CarePlus Health Plan 835

### EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- EFT Enrollment is required to receive ERAs.
- EDI enrollment processing timeframe is approximately 30 days.
- If you are currently receiving your EFTs through CarePlus and have ERAs already set up, you will only need to CHANGE ERA retrieval method.
- If you log into Payer Spaces and the ERA/EFT option is not available, you will need to contact Availity at 800-282-4548 to have your access modified.
- To check enrollment status, sign into the Availity Web Portal > Select Payer Spaces then CarePlus > From the Application Tab, select the ERA/EFT Enrollment App > Search by Tax ID, then search by the Request ID from the Confirmation page.

### 835 Electronic Remittance Advice:

- To begin enrollment log into your [Availity account](#). Select the tab **Payer Spaces**, then click on the CarePlus icon.
- Select the tab **Applications**, then click on **ERA/EFT Enrollment**.
- Select **Organization(s)**, then click on the organization for ERA/EFT enrollment. You may then search for the Tax ID. The Tax ID must be added to your list of providers listed under the Manage My Organization section of the portal.
- If the Tax ID is not yet enrolled, you will have the option to add ERA/EFT. Otherwise, you will need to select **Change ERA** or **Change EFT**.
- Accept the Terms and Conditions.
- Please select aggregation by NPI.
- Select **Clearinghouse** as the ERA Delivery Method. Choose **PRACTICE INSIGHT** from the dropdown.
- Next, you will enter your EFT information.
- After you click Submit, you receive a confirmation page with a Request ID. Please keep a copy of this for your records, the Request ID will be required for status check.
- Once the Transaction is associated with Availity on the payer site, you can update the enrollment status as Complete in the Availity Transaction Enrollment portal.

### Within EDInsight- Enrollment Manager-

**Take Action on the enrollment record and add note with details of submission.**

LOGON to EDInsight- Enrollment Manager

ADD or SELECT payer enrollment record for the payer

CLICK [ADD Action Taken], Select **WEBENROLL "Enrolled on Payer website"**