
CenCal Health 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- EDI enrollment processing timeframe is approximately 10 days.
- Support Vendors may contact the EDInsight Enrollment Department to follow up on the EDI setup request.

835 Electronic Remittance Advice:

**STEP 1: The provider must send an email to the payer with request for ERA routing setup- New or Change
See below example of what email should include:**

To: edi@cencalhealth.org

Subject: Request to Route CenCal ERAs for Provider- Provider Name

Please accept this request to route ERAs for the following billing provider to AdminisTEP.

Billing Provider Name -

Billing Provider NPI_

Billing Provider Tax ID-

Thank you for acknowledging this request and advising that it can be completed.

Contact at Billing Provider's Office Name- Phone No -

STEP 2: 1-page CenCal Health Remittance Enrollment form (see next page)

Complete the Provider Contact Information fields.

Check the box to indicate if this is 'New' or an 'Update.'

STEP 3: Submit to EDInsight Enrollment Team

WITHIN EDInsight - Enrollment Manager:

GO TO, SELECT enrollment record for this payer.

CLICK [**SUBMIT Enrollment**]

ENTER note saying... ERA setup email request has been sent to the payer.

CLICK to "**Save and Exit**" notes' window.

**Enrollment is required for receipt of ERA (835 Electronic Remittance Advice) transactions.
When complete, please email to the CenCal Health EDI department: edi@cencalhealth.org**

Provider / Practice / Group

* Provider Name:

* NPI number:

ERA enrollment is on an NPI basis.

To request enrollment of more than one NPI, enter “see list” and attach a list of the Provider names and NPI-s.

The provider NPI must be contracted with CenCal Health.

If you do not know whether the provider is contracted, send the email requesting enrollment, and if the provider is not contracted, the response from CenCal Health will say so.

Optional Provider Contact Info:

Contact Name:

Phone:

Email:

Clearinghouse

* Clearinghouse Name:

The clearinghouse must be one that is partnered as a clearinghouse with CenCal Health.

* Submitter ID:

Is this a New enrollment or an Update of an existing enrollment? New Update Not known

For an NPI which is already enrolled with CenCal Health for ERA-s, a clearinghouse update request (to a different clearinghouse) must come directly from the provider.

This means that a valid update request must not be from a clearinghouse, nor from a provider software company, nor from a third party biller, nor from gmail or a similar domain.

Pursuant to CenCal Health policies and procedures, CenCal Health personnel may follow up via phone or other means to confirm the validity of the update request.