
CommuniCare Advantage 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- To authorize submission of claims and retrieval of ERAs by the clearinghouse, the provider must complete the **ERA** request with VPay and SDS and also submit the request to EDInsight Enrollment.
- See steps below to contact VPay and SDS (Smart Data Solutions), complete request on the SDS portal and submit the request to EDInsight.
- Enrollment processing time is approximately 30 business days, once the request is completed.
- The billing provider may contact the VPay and SDS direct to inquire regarding status of the enrollment.
- EDInsight Support Vendors may contact the EDInsight Enrollment Team to request assistance with follow up on the ERA setup. EDInsight will ask for confirmation that the steps have been completed with VPay and SDS.

835 Electronic Remittance Advice:

Special Instructions

There is no charge to receive ERAs from VPay and EFT is not required for ERA enrollment with this payer. Please be advised that VPay will charge a fee for the EFT service they provide. Enrollment is a two-step process with VPay and Smart Data Solutions.

Step 1 Initiate the enrollment with VPay:

- To receive ERA 835's from this payer, you must begin by contacting VPay.
 - To contact VPay, refer to the VP number found on the payment page for the payer for this ERA enrollment request.
 - If you do not have this number or do not have a payment page, please contact VPay at 877 -714-3222.
- A VPay representative will then initiate a portal account for you and request the following basic information:
 - Contact Name
 - Contact Phone
 - Contact Email
- Once the portal account has been activated, you will receive an email with a user name and temporary password to log in to the portal and instructions on how to complete your enrollment with Smart Data Solutions.

Step 2 Complete the enrollment with Smart Data Solutions:

- Log in to the portal using the instructions from the email.
- Complete enrollment, SELECT **Waystar** as your clearinghouse.

For assistance with the enrollment, please contact Smart Data Solutions at SDS 855 -297- 4436 .

Step 3 Submit to EDInsight Enrollment Team:

Within EDInsight - Enrollment Manager-

Click to Select Payer Enrollment Record

Click [SUBMIT Enrollment]

Enter note indicating, "ERA setup steps completed online with Smart Data Solutions."

Click 'Save and Exit' button to save note and close window.