

Cook Children's Health Plan 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- 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.
- EFT enrollment is required to receive ERAs.

835 Electronic Remittance Advice:

Complete and submit this enrollment using the billing provider's group information.

1. Completing the EFT Enrollment-

- Log into the [Secure Provider Portal](#)
- From the homepage, select 'Customer Service Request'
 - Select Topic: **Electronic Funds Transfer New Request**
 - Complete the required information
 - Attach a voided check or bank letter, then select 'Submit'
- An automatic reply will be sent to your In Basket with a CRM number for tracking purposes
- Network Development Department will reach out to the Provider by phone to validate the request

2. Complete the Provider Information fields on the following page.

Submit to EDInsight Enrollment Team:

Within EDInsight - Enrollment Manager:

GO TO or **[ADD Payer Enrollment]** record for this payer.

SELECT record, CLICK **[ATTACH File]** to attach all pages of the completed payer form.

IF prompted, asking if you want to Submit the request, CLICK **[Yes]** -Or- CLICK **[SUBMIT Enrollment]**

ENTER any notes (optional)

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

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835 Electronic Remittance Advice:

The following information is needed to enter the enrollment into Enrollment Manager.

Billing Group/Provider Name:		
Provider Street Address:		
Provider City, State and Zip		
NPI:		
Tax ID:		
Name of Contact:		
Contact Phone Number:		
Contact Email Address:		
Preference for Aggregation:	<input type="radio"/> Tax ID <input type="radio"/> NPI	
Enrollment:	<input type="radio"/> New Enrollment <input type="radio"/> Change Clearinghouse	