

## Medicaid District of Columbia 837 and 835

### EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- You will need your Provider Personal Identification Number (PIN) to complete the enrollment.
- EDI enrollment processing timeframe is approximately 10 days.
- For assistance completing the enrollment, contact the payer at (844) 366-4237.

### 837 Claims Transactions and 835 Electronic Remittance Advice:

- Navigate to <https://medicaid.dc.gov/> and click the **'Register'** hyperlink.
- From the Registration As dropdown, select **'Provider – Already Enrolled'** then complete the remaining fields. Click **'Next.'**
- The Verify Address window will appear to validate the address entered on the previous page. Click **'Accept Address Selection.'**
- Complete all fields on the User Details screen then click **'Next.'**
- On the Electronic Remittance Advice screen, select **'NPI'** from the Preference for Aggregation of Remittance Data drop-down list.
- Select **'Download PDF'** for Method of Retrieval then select **'Generate 835.'**
- Choose **'My Web Portal'** from the drop-down menu.
- In the **Electronic Signature of Person Submit Enrollment** field, enter your name. It needs to match the text in the **Authorized Signature** field above.
- In the **Requested ERA Effective Date** field, enter the date you would like this to start then click **'Next.'**
- Review the information on the next page, then click **'Next.'**
- On the Agreement page, select the **'Yes, I agree to the above terms and conditions'** check box.
- In the **'Signature'** field, enter your first and last name as entered in Step 1 of the registration process. Click **'Register.'**
- A box will appear to notify you that the Registration has been completed successfully. Click **'OK'** to close the box or **'DOWNLOAD AGREEMENT'** to review the signed form
- After registration is complete, an email is sent to confirm your email address and to activate your account.
- A **Confirm Email** window will appear once you have successfully confirmed your email address.
- Navigate back to <https://medicaid.dc.gov/> and log in.
- Click the green side bar on right side of the screen. Select **'Trading Partner Account'** then **'Manage Billing Agents.'**
- The **Manage Billing Agents** window opens. Select the desired billing provider from the **Billing Provider** drop-down list to view billing agents for the billing provider.
- To add a billing agent to this provider, click **'Add Billing Agent.'**
- Enter Trading Partner ID **DCTPID000916** or Billing Agent/Clearinghouse Name **Waystar**, then click **'Search.'**

- Click the radio button once Waystar, Inc appears then click **'Create association.'**

**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"**