
Florida Medicaid 837 and 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- Enrollment must be completed with a Provider Level or Billing Agent Level account. If you are unsure of your login type, please contact the Florida Medicaid Provider Services Contact Center at 800-289-7799.
- This payer requires the enrollment to be completed online.
- For assistance completing the online enrollment, please contact the payer at 866-586-0961.
- Please note that the payer's portal is only compatible with Microsoft Edge and Firefox. You must use one of these browsers to complete the enrollment.
- EDInsight is using Waystar's connection to Florida Medicaid. Therefore, you will be entering Waystar's information when completing this enrollment.
- EDI enrollment processing timeframe is approximately 15 days.

837 Claims Transactions:

- Login to the payer's portal at <https://home.flmmis.com/>.
- Once you have logged into the portal, you will be at the landing page. Click on the link 'Florida Web Portal' under the application header.
- You will see a new window or tab open. This is the Florida Web Portal. Make sure the 'Providers' icon is highlighted. If it is not, click on it. Select 'Demographic Maintenance.'
- Click on 'EDI Agreement.' Select the option 'Link to billing agent/ clearinghouse...' and enter **304937** as the trading partner ID when the box appears.
- Click on the acknowledgement boxes in the 'Florida Medicaid Billing Agent' and 'Certification' sections below. Save the enrollment.

835 Electronic Remittance Advice:

- While logged into the portal, select 'Account Management.'
- Select 'Add Agent' then enter Waystar's username **wstar02** and click 'Search.'
- Select **wstar02** then click 'Yes, I agree' to the Terms of Service.
- In the 'Select Provider or Billing Agent' field, input **wstar02** and click 'Search.'
 - **Please note:** If nothing populates when searching by **wstar02**, then you will need to search by the provider's name first. You will then be able to assign the roles needed in the 'Florida Web Portal' section.
- Select **wstar02**.
- Under the 'Select the system to modify access' heading, select 'Florida Web Portal.'
- Under the 'Modify the permissions for FLPortalProd' heading, select 'Download 835' and 'Trade Files.'
- Click 'Save Changes.'

Within EDIinsight- Enrollment Manager-

SUBMIT this Enrollment to PI and add note with details of online enrollment with payer.

LOGON to EDIinsight- Enrollment Manager

ADD or SELECT payer enrollment record for the payer.

CLICK [**SUBMIT Enrollment**]

ENTER Note to indicate...*Online enrollment submitted on MM/DD/YYYY with Provider ID # _____*

Note: *PI Enrollment will add this provider to the Waystar platform and send out an ACKNOWLEDGEMENT email advising that the setup is completed.*