
**Florida Health Care Plan (59322)
Enrollment Instructions - Professional ERA Only**

- ✓ **BEFORE enrolling, you MUST have a Practice Insight EDI customer account # with billing provider record(s) added.** Please contact your EDI Support Vendor to confirm your EDI setup.

**The provider must request a Smart Data Solutions portal login, then complete the ERA setup request on the VPay portal.
See step-by-step instructions below.**

ERAs (835) NEW or CHANGE OF SERVICE

1. **CALL VPay Customer Care at 877-714-3222** to request 835 ERA setup for the billing provider group. Be prepared to give to VPay, the provider's Tax ID #, NPI #, your name, phone number and email address.
2. **DURING YOUR CALL** the VPay representative will activate a portal account for the provider. Once the account is activated an email will be sent with a URL, user name and temporary password.
3. **USE INFORMATION IN THE EMAIL** to log onto the portal "**QuickClaim SmartData Solutions**".
4. **ONCE LOGGED ONTO THE PORTAL**, you should see... **ERA (835) Enrollment window...**
Click **[Start Enrollment]**.
5. **ENTER THE BILLING PROVIDER'S INFORMATION** to include **[Provider Identifiers Information]**.
Provider Tax Identification Number (TIN) Enter: **group Tax ID #**
National Provider Identifier Enter: **group NPI #**
Trading Partner ID Enter: **Practice Insight**
6. **SEE [Electronic Remittance Advice Information]**
ERA Enrollment Click **Yes** I would like to receive ERAs.
Method of Retrieval Click **Clearinghouse**
7. **SEE [Clearinghouse Information]**
Payer Name Click drop-down, select **Florida Health Care Plan [Payer ID 59322]**
Clearinghouse Name Click drop-down, select **Practice Insight**
8. **SEE [Submission Information]**
Select **New Enrollment** or **Change Enrollment**
9. **SEE [Authorized Signature]**
*Signature- **Enter your Name**
Submission Date- **Enter Today's Date**
Requested ERA Effective Date- **Select Desired Date**
10. **SEE the page showing list of payers to VERIFY that your change has been made..**
You should see among the payers, an entry for the payer, **Florida Health Care Plan** with "**Practice Insight**" Indicated for ERAs.

ALLOW 1-2 WEEKS FOR PROCESSING

*The provider should begin ERAs 3-6 business days after the date the enrollment request has been completed or after the date of the Requested ERA Effective Date.
For further assistance with this process, send email to stream.support@sdata.us .*