
Health Plan of San Mateo 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- EFT enrollment is required when enrolling for ERAs.
- COMPLETE the enrollment using the provider's billing/group information as credentialed with payer.
- ERA enrollment processing timeframe is approximately 15 days.
- Support Vendors may contact the EDInsight Enrollment Team to follow up on the ERA setup request. Or, the provider may contact the payer at 6506162106.

835 Electronic Remittance Advice:

Completing the online enrollment

- Access the Provider Portal at <https://www.hpsm.org/provider/portal>.
- Click '**Register here**' if you are a new user, or '**login here**' if you are an existing user.
- Once logged in, you will be prompted to enter your information and complete the online EFT/ERA request form.
- For the '**Clearinghouse Information**' section, enter the following information:
 - Clearinghouse Name: **Waystar**
 - Name of Clearinghouse Contact: **Enrollment Representative**
 - Trading Partner: **WAY**
 - Contact Phone Number: **(844) 392-9782**

Within EDInsight- Enrollment Manager-

Submit the payer enrollment record indicating the online enrollment has been completed with the payer.

LOGON to EDInsight- Enrollment Manager

ADD or SELECT payer enrollment record for the payer.

CLICK [**SUBMIT Enrollment**], Add note- "Online enrollment was completed on MM/DD/YYYY "