

Insurance Administrative Solutions, LLC (IAS)

Multipayer - 835 ERAS

EDI Enrollment Instructions:

- The billing provider must have an EDIinsight customer account.
- IAS is a third-party company chosen by payers to manage EFT and ERA transactions. Practice Insight is a HIPAA transaction Trading Partner but is not responsible for the services provided by IAS or their website.
- EFT Enrollment is required. When submitting your enrollment online, you will also need to submit a current W9 and either a voided check or bank letter for the account which will receive the EFTs.
- EDI enrollment processing timeframe is approximately 14 days.
- Support Vendors may contact the payer at ProviderRelationsUnit@iasadmin.com or (727) 584-0007 ext 2167 or the EDIinsight Enrollment Team to follow up on the EDI setup request.

835 Electronic Remittance Advice:

STEP 1- Complete ERA setup request on the IAS website:

- Go to the payer's website (listed on the page 3) to register and complete the enrollment.
- Click **'Don't have a User ID'** on the left side of the screen, then click the box labeled **'Provider.'**
- Complete all required fields under **'Profile Information'** and **'User Details'** headings, click **'Continue'**.
- Check the box under the **'HIPAA Transactions'** heading and complete all required fields under the **'EDI Information'** heading. Click **'Next.'**
- Check the box for **'I would like to do ERA & 835 Transactions'** then click **'Next.'**
- Complete all required fields under the **'Data Element Group 1'** and **'Data Element Group 7'** headings.
 - Trading Partner ID: **611340767**
 - Provider Type: **Clearinghouse**
- Complete all required fields under the **'Data Element Group 3'** and **'Data Element Group 7'** headings.
 - Choose Clearinghouse as the **'Method of Retrieval.'**
- Complete all required fields under the **'Data Element Group 8'** heading.
 - Clearinghouse Name: **ZirMed**
 - Clearinghouse Contact Name: **Enrollment Representative**
 - Telephone Number: **877.494.7633**
 - Email Address: enrollment@zirmed.com
- Under the **'Authorized Signature'** heading, choose **'Electronic'** from the dropdown menu. Complete all required fields, then click **'Next.'**
- Check the boxes for **'I have read the Trading Partner Agreement'** and **'I have reviewed the EFT/ERA Application.'** Input the displayed code in the designated field, then click **'Finish and Electronic Signature.'**
 - You **must** attach a Voided Check or Bank Letter, and a W9.
- Once you have completed online registration, look for an email from webmaster@iasadmin.com. This email will contain a link to follow to finalize the registration. Registration must be finalized to ensure the 835 ERA setup is complete with the payer.

STEP 2- Submit to EDInsight Enrollment Team:

WITHIN EDInsight- Enrollment Manager

1. ADD or LOCATE the Payer Enrollment record, CLICK to select the record.
2. CLICK [**SUBMIT Enrollment**]
3. ENTER note indicating, '**ERA setup steps completed online with IAS**'
4. CLICK '**Save and Exit**' button to save note and close window.

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835 Payer List

IdeaLife Insurance	https://service.iasadmin.com/id
Principal Life	https://service.iasadmin.com/pfg
S. USA Life Insurance Company Inc	https://service.iasadmin.com/al
SBLI USA Life Insurance Company Inc.	https://service.iasadmin.com/rna
State Mutual	https://service.iasadmin.com/prosperity
State Mutual LH Novated (acquired Lincoln Heritage policies)–	https://service.iasadmin.com/prosperity https://service.iasadmin.com/smms https://service.iasadmin.com/ls
Unified Life	https://service.iasadmin.com/un