

Medicaid Maine

837 and 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- The billing provider must be credentialed with Medicaid Maine.
- EDI enrollment processing timeframe is approximately 15 days.

837 Claims Transactions and 835 Electronic Remittance Advice:

Claims Instructions

- Complete the Trading Partner Registration. At the top right corner of the page, click on **'Register.'**
 - o You will need to select **'Provider-Already Enrolled'** from the drop-down menu on the 'Demographic Information' screen. Complete all required fields. Click **'Next.'**
 - o (Tip- The PIN number is the same as the Case Number, which is 9 or 10 digits, and was mailed to all providers on their welcome letter. This will be needed to complete this step.)
 - o Complete the 'Security Specific Information' screen. Click **'Next.'**
 - o On the **'Electronic Remittance Advice Information'** screen: verify all the provider information is accurate and complete all required fields (select 'Download PDF' for the method of retrieval). Click **'Next.'**
 - o Click the **'Confirm'** button on the **'Confirm Information'** screen. On the **'Sign the agreement...'** screen, sign electronically, click the check box, and click **'Register.'**
 - o You will then get an activation e-mail. Please follow steps outlined in the e-mail to complete your account activation.
- There will not be an option for you to choose a clearinghouse for claims. Maine Medicaid does not require linkage to a clearinghouse for claims.

Remits Instructions

- To complete the enrollment for ERAs, you must sign in to <https://mainecare.maine.gov/> and designate a receiver.
 - o Click **'Sign in'** at the top right of the page. Once logged in, enter username and password.
 - o Then, choose **'Account Maintenance'** and **'Manage Providers'** option.
 - o You will see the provider name and identifiers, and two buttons. One is **'EDIT ERA.'** Click on that button.
 - o Complete 'MaineCare: Electronic Remittance Advice (ERA) Authorization Agreement.'
 - o Click the box for Download PDF.
 - o Click the radio-button for Generate 835.
 - o Click the drop-down control to select clearinghouse **'Practice Insight.'**
- Confirm the following values appear in the form:
Clearinghouse Name: Practice Insight
Clearinghouse Contact Name: Nicole Olivares
Telephone Number: 713-333-6000

Email Address: Nicole.olivares@waystar.com

Process:

Log into EDIinsight®. GO TO [Search Tools] [Enrollment]

Add or Locate, then Select payer enrollment record

Click [SUBMIT Enrollment]

Complete online form, click [SUBMIT Enrollment]