

NALC Health Plan

835

EDI Enrollment Instructions:

- The billing provider must have an EDIinsight customer account.
- See steps below to access the payer's web portal and complete the online request with the payer.
- COMPLETE the enrollment using the provider's billing/group information as credentialed with payer.
- For assistance with the online enrollment, please contact RMS at customersupport@rms.com.
- **Please note:** You will need your Payer Assigned Biller ID (BID) to enroll. It can be found above the Explanation of Benefits section on the payment voucher. It is located to the right of your Tax ID.
- ERA enrollment processing timeframe is approximately 10 days.
- EFT enrollment is required to receive ERAs.
- Support Vendors may contact the EDIinsight Enrollment Team to follow up on the ERA setup request.

835 Electronic Remittance Advice:

- Navigate to the payer's website at <https://payer.medrxasp.com/530114650/registration>.
 - Enter your BID, Tax ID and NPI then click **'Register.'**
 - Enter your User Information, then click **'Confirm.'** You will receive a confirmation email with an activation link from RMSSupport@RMSPayerSolution.com.
- Once you activate your account and login, you will see a notice in the upper right-hand corner of your screen indicating that you have a NPI to activate.
- Once you have activated your NPI, you will need to enter your banking information.
- From the Admin screen, click **'Banking Details'** then **'Bank Account.'**
- Click **'Add Bank Account,'** enter your banking information, then click **'Save.'**
- After the bank account has been setup, you will need to apply the banking information to the payer enrollment by expanding the section **'Banking Assignment.'**
- Then, you will select the row that shows NALC as the payer and click **'Edit Enrollment.'**
- In the new window, you will select the Bank Nickname previously entered in the Add Banking Details section then click **'Save.'**
- Once you have entered your banking information, you will need to assign Waystar as your clearinghouse.
- From the Admin screen, click **'Clearinghouse Management'** then **'Select Clearinghouse to Route 835.'**
- Click **'Add.'** Select your NPI from the dropdown then select **'Waystar'** as your clearinghouse. Click **'Save.'**

CHANGE enrollment to "COMPLETED" within EDIinsight.

LOG INTO EDIinsight, GO TO-[**Enrollment Manager**]
LOCATE and SELECT the payer enrollment record.
CLICK [**ADD Action Taken**],
SELECT "**Enrolled on payer website**", enter note (optional).
CLICK to "**Save**".
This action will advance the status of the enrollment record to COMPLETED.