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## Oregon Medicaid 837I

### EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- SAVE Pages 2-4 of this document to your computer.
- OPEN the file in Adobe Reader program and type directly onto the form.
- Complete the forms using the Billing/Group provider number as credentialed with Oregon Medicaid.
- Please note: all signatures must be signed in **BLUE** ink.
- Acceptable signatures:
  - For solo practices, the signature must be that of the provider.
  - For a group or corporation, the signature must be that of the president, CEO or owner.
- PRINT, SIGN and SCAN or SAVE the form to your PC so that you may submit the form to the EDInsight Enrollment Team using EDInsight Enrollment Manager.
- ERA enrollment processing timeframe is approximately 30 days.
- Support Vendors may contact the EDInsight Enrollment Team to follow up on the EDI setup request. Or, the provider may contact Medicaid at [dhs.edisupport@state.or.us](mailto:dhs.edisupport@state.or.us).

### 837 Claims Transactions and 835 Remittance Advice:

#### Trading Partner Agreement (TPA) for Electronic Health Care Transactions (4 pages)

On Page 1, enter all applicable Taxonomy codes.

Complete Section 2 on Page 1 by entering the Primary authorized signer's contact information.

Complete Section 3 on Page 2 by entering the Primary claims contact information.

**Please note: This must be different than the individual entered in Section 2.**

The individual whose information was listed in Section 2 must print their name, date and sign under Section 6 on Page 3.

#### Submit to EDInsight Enrollment Team:

Within EDInsight - Enrollment Manager:

GO TO or **[ADD Payer Enrollment]** record for this payer.

SELECT record, CLICK **[ATTACH File]** to attach all pages of the completed payer form.

IF prompted, asking if you want to Submit the request, CLICK **[Yes]** -Or- CLICK **[SUBMIT Enrollment]**

ENTER any notes (optional)

CLICK to **"Save and Exit"** notes' window.

# Trading Partner Agreement (TPA) for Electronic Health Care Transactions

For form instructions, [click here](#).

If you have further questions, email [OHA.TPAgreements@odhsoha.oregon.gov](mailto:OHA.TPAgreements@odhsoha.oregon.gov).

**Please make sure all sections marked with an asterisk (\*) have been completed to avoid automatic denial.**

Check this box if you are **only updating contacts**. Please leave section 5, 7 and 8 blank and complete the rest of the form.

**National provider identifier (NPI)\*:** \_\_\_\_\_  
**Medicaid ID\*:** \_\_\_\_\_  
**Taxonomy codes\*:** \_\_\_\_\_

## Section 1: Medicaid provider information

**Business name** (as enrolled with OHA)\*: \_\_\_\_\_  
**Physical address** (as enrolled with OHA)\*: \_\_\_\_\_  
**City, state, and zip\*:** \_\_\_\_\_  
**Phone number with extension\*:** \_\_\_\_\_

## Section 2: Trading partner authorized signer information

**Primary authorized signer's name\*:** \_\_\_\_\_  
**Title\*:** \_\_\_\_\_  
**Individual email address (not group email)\*:** \_\_\_\_\_  
**Phone number with extension\*:** \_\_\_\_\_

Secondary authorized signer's name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Individual email address (**not** group email): \_\_\_\_\_  
Phone number with extension: \_\_\_\_\_

### Section 3: Trading partner claims contact information

Primary claims contact name\*: \_\_\_\_\_

Individual email address (not group email)\*: \_\_\_\_\_

Phone number with extension\*: \_\_\_\_\_

Secondary claims contact name: \_\_\_\_\_

Individual email address (not group email): \_\_\_\_\_

Phone number with extension: \_\_\_\_\_

### Section 4: Electronic data interchange (EDI) Submitter Information

- If your company intends to exchange transactions directly with OHA, enter the name (as listed in Section 1) as this will become the submitter name; or
- If you intend to use a submitter or clearinghouse, complete this part with their information.

Submitter or clearinghouse name\*: \_\_\_\_\_

Address\*: \_\_\_\_\_

City, state, and zip\*: \_\_\_\_\_

Submitter EDI mailbox number\*: MB000 \_\_\_\_\_

### Section 5: Authorized transactions

Check all transactions that OHA should authorize for your EDI submitter.

#### HIPAA 5010A1 transactions\*:

005010X222A1 837P	Professional claim submission
005010X223A2 837I	Institutional claim submission
005010X224A2 837D	Dental claim submission
005010X221A1 835	Electronic remittance advice
005010X279A1 270 and 271	Eligibility benefits inquiry and response
005010X212 276 and 277	Claims status request and response
005010X218 820	Group premium payments (not available to all provider types)
Pharmacy 340B file	Pharmacy 340B file

## Section 6: Trading Partner Signature

By signing below, the Trading Partner certifies the following:

- I have read the Electric Data Transmission Oregon Administrative Rules (OAR) (Chapter 943, Division 120) at [Secretary of State OAR rules website](#), and understand my responsibilities as stated in these rules.
- I authorize OHA to transmit to the EDI Submitter listed in Section four (4) of this form the return computer file electronic vouchers of all transactions I have marked in Section five (5) of this form.

**Primary authorized signer's printed name\*:** \_\_\_\_\_

**Authorized signer's signature\*:** \_\_\_\_\_

**Date\*:** \_\_\_\_\_

## Section 7: EDI submitter information

Sections 7 and 8 are to be completed and signed by the submitter or Clearinghouse that is chosen by the Medicaid provider.

**Submitter business contact name\*:** \_\_\_\_\_

**Individual email address (not group email)\*:** \_\_\_\_\_

**Phone number with extension\*:** \_\_\_\_\_

**Submitter technical contact name\*:** \_\_\_\_\_

**Individual email address (not group email)\*:** \_\_\_\_\_

**Phone number with extension\*:** \_\_\_\_\_

## Section 8: EDI submitter required signature

By signing below, the EDI submitter certifies the following:

- I have read the Electric Data Transmission Oregon Administrative Rules (OAR) (Chapter 943, Division 120) at [Secretary of State OAR rules website](#), and understand my responsibilities as stated in these rules.
- I agree to protect the confidentiality of the data as required by law.

**Primary authorized signer's printed name\*:** \_\_\_\_\_

**Authorized signer's signature\*:** \_\_\_\_\_

**Date\*:** \_\_\_\_\_

**Email the completed form as a PDF document to:**

[OHA.TPAgreements@odhsoha.oregon.gov](mailto:OHA.TPAgreements@odhsoha.oregon.gov)

**Fax forms to** (503) 945-5972.

If you cannot submit by email or fax, you can **mail forms to:**

**EDI Support Services**

ATTN: TPA Requests

500 Summer St NE E44

Salem, OR 97301

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact TPA Team at [OHA.TPAgreements@odhsoha.oregon.gov](mailto:OHA.TPAgreements@odhsoha.oregon.gov) or 503-378-3503. We accept all relay calls.

All general questions need to be submitted via **email**. **General question calls** will not be accepted.

**Medicaid Division**

EDI Support Services

500 Summer St NE E44

Salem, OR 97232

[OHA.TPAgreements@odhsoha.oregon.gov](mailto:OHA.TPAgreements@odhsoha.oregon.gov)

