

## Peak Pace Solutions LLC 835

### EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- See Steps 1-5 to complete payer ERA setup request with PaySpan and to submit the ERA setup request to EDInsight's Enrollment Team.  
**IMPORTANT:** If you do not have a PaySpan mailbox, remits will NOT route to ZirMed, even if you have selected ZirMed as your delivery preference. (See Step 3- Creating a Mailbox.)
- Enrollment processing time is approximately 10 business days.
- To make an inquiry regarding ERA setup, contact PaySpan direct by sending email to [dep@payspan.com](mailto:dep@payspan.com) or call PaySpan at 1-877-331-7154 **Note:** Payspan does not allow a third-party to contact them to obtain status of ERA setup/delivery. The billing provider must contact PaySpan direct to make an inquiry.

### 835 Electronic Remittance Advice:

#### Step 1 – Obtaining a Registration Code:

There are two options for obtaining your Registration Code:

CALL PaySpan at (877) 331-7154

-Or- GO TO [www.payspanhealth.com/requestregcode](http://www.payspanhealth.com/requestregcode) Complete and submit form.

Your Registration Code request will then go through validation and you should receive an email from PaySpan containing your Registration Code within 10 business days.

#### Step 2 – Registration: (If you are already registered with PaySpan skip to Step 4)

Once you have your registration code, go to [www.payspanhealth.com](http://www.payspanhealth.com).

- Click 'Register.'
- Enter your Registration Code and click 'Submit.'
- Enter the Provider Identifier Number (PIN) and the Tax ID.
- Click 'Start Registration.'
- Enter Provider Info, Click 'Next.'
- Enter Organization Info (Billing agencies should enter their own info and Tax ID), Click 'Next.'
- Enter Personal Info and designate a User Name and Password.
- Enter Account Set Up Info (Account to have funds deposite into).
- Verify your information, agree to the Services Agreement, Click 'Confirm.'
- You will receive a registration confirmation email instructing you on how to create your mailbox for your PaySpan account. This will need to be completed before continuing .

### Step 3 – Creating a Mailbox

- Log into your PaySpan account.
- Click on the 'Your Payments' icon.
- Click 'Accounts' in the Manage panel.
- Click on the Account for which you want to create a mailbox.
- Click 'Mailbox Settings.'
- Click 'Create Mailbox.'
- The host/FTP name, mailbox username and password will display (only needed if other parties will access your mailbox using FTP software.)
- Once you receive a message stating the mailbox setup was successful, click 'Close.'

### Step 4 – Add Reg. Code(s) & Route files to ZirMed:

(This payer may have multiple registration codes. You must add all registration codes to receive all remits through ZirMed.)

- After logging into PaySpan, Click 'Your Payments.'
- Click on 'Add New Reg. Code.'
- Enter the Reg. Code, PIN, Tax ID, and NPI.
- Click 'Start Registration.'
- Select the Receiving Account (Bank Account) for the registration code.
- Agree to the Terms and Conditions by checking the box on the right.
- Select the Confirm button. This will complete the registration process.
- Verify that ZirMed is the 835 (ERA) Recipient:
  - Click 'Accounts' in the Manage Panel and select your account.
  - Click 'Delivery Settings.'
  - Select 'ZirMed' from the 835 Recipient drop down menu.
  - Click 'Save.'
  - Click 'Delivery Settings' again.
- You will see a list of the payers you are now registered with via PaySpan.

### Step 5- Submit to EDInsight Enrollment Team:

Within EDInsight - Enrollment Manager-

Click **[SUBMIT Enrollment]**

Enter note indicating, "**ERA setup steps completed with PaySpan**"

Click to **SUBMIT**