

## BCBS Puerto Rico 837 and 835

### EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- SAVE this document to your computer.
- OPEN the file in the Adobe Reader program and type directly onto the form.
- COMPLETE the form using the provider's billing/group information as credentialed with payer.
- PRINT, SIGN and SCAN or SAVE the signed form to your PC so that you may submit the form to the EDInsight Enrollment Team using EDInsight Enrollment Manager.
- EDI enrollment processing timeframe is approximately 10 days.
- Support Vendors may contact the EDInsight Enrollment Team to follow up on the ERA setup request. Or, the provider may contact Assertus at [productionsupport@assertus.com](mailto:productionsupport@assertus.com).

### 837-Claims EDI Enrollment and 835-ERA Electronic Remittance Advice Enrollment:

Complete and submit this form using the billing provider's group information.

#### 1. Assertus Provider Enrollment Transmission Authorization (1 page)

Check the box next to the applicable provider type where indicated.

If the postal address is different than the street address, please enter the address where indicated. If it is the same, check the '**Same as Street Address**' box.

Provider or Authorized Individual must print date and sign where indicated.

### 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.

