
San Francisco Health Plan 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- Save this document to your PC. Open the file in Adobe Reader to complete the form.
- Complete the form using the provider's billing/group information as credentialed with this payer.
Save copy of completed form within EDInsight, Enrollment Manager.
--LOG INTO EDInsight, click Search Tools, then [Enrollment]
--GO TO, or [ADD Payer Enrollment] record for this payer.
--CLICK [ATTACH File] to attach copy of the completed request to the enrollment record.
- Enrollment timeframe is approximately 10-15 business days.

835 Electronic Remittance Advice:

Electronic Funds Transfer (EFT) and Electronic Remittance Advice (ERA) Enrollment Form

Complete all applicable fields.

Submit Completed Document:

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(s).

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.

Electronic Funds Transfer (EFT) and Electronic Remittance Advice (ERA) enrollment

Instructions

San Francisco Health Plan offers Electronic Funds Transfer (EFT) for claim payments to a contracted provider's bank account. In order to participate in EFT, your financial institution must be a participating member of the Automated Clearinghouse Association (ACH).

You must contact your financial institution to arrange for the delivery of reassociation information via the ACH Cash Concentration or Disbursement plus addenda record (CCD+). It is the provider's responsibility to notify SFHP of any changes to your banking information.

Please allow 10-15 business days for processing. Processing times may vary.

To enroll for EFT or ERA, please complete the following steps:

1. Complete the form
 - Always complete Box A (Provider Information). If you want to enroll in EFT, complete Box B (Financial Institution Information). If you want to enroll in ERA, complete Box C (ERA Information)
 - Enter information for all required fields marked with an asterisk (*). Incomplete and/or illegible fields and signatures will cause your enrollment to be delayed.
 - Include contact information so SFHP can contact the correct person with any questions about the form.
 - Multiple National Provider Identifiers (NPIs) can be entered for the same bank account.
 - Complete a separate authorization form for each bank account.
2. If enrolling in EFT (Box B), attach a Copy of a Voided Check
 - An account verification letter on bank letterhead is also acceptable.
 - SFHP needs this information to verify the provider's bank name and routing number.
3. **Email the Form and Copy of a Voided Check to EFT_835_Intake@sfhp.org**



Electronic Funds Transfer (EFT) and Electronic Remittance Advice (ERA)

Enrollment Form

Box A: Provider Information	
*Provider name:	
*Street address:	
*City, State, and ZIP/Postal code:	
Telephone number:	Email:
*Provider Federal Tax ID Number (TIN) or Employer ID Number (EIN):	
*National Provider Identifier(s) [NPI(s)]:	
*Provider Contact Person:	Title:
*Telephone number:	Fax Number:
*Email address:	

Box B: Financial Institution Information	
*Financial Institution Name:	*Telephone:
*Street:	
*City, State, and ZIP/Postal code:	
*Financial Institution Routing Number:	
*Type of Account and Number: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
*Account number Linkage to Provider Identifier: <input type="checkbox"/> TIN/EIN <input type="checkbox"/> NPI(s)	
*Reason for Submission: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change Enrollment <input type="checkbox"/> Cancel Enrollment	
*Included with Enrollment (must provide at least one): <input type="checkbox"/> Voided Check <input type="checkbox"/> Bank Letter	
*Name of Authorized Official:	
*Signature of Authorized Official:	

Box C: ERA Information	
*Preference for Aggregation of Remittance Data (select one): <input type="checkbox"/> TIN/EIN <input type="checkbox"/> NPI	
Clearinghouse Name:	Clearinghouse Contact Name:
Telephone Number:	Email:
Vendor Name:	
Vendor Contact Name:	
Telephone Number:	Email:
*Reason for Submission: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change Enrollment <input type="checkbox"/> Cancel Enrollment	
*Name of Authorized Official:	
*Signature of Authorized Official:	