

Tricare West 837 & 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.
- Once the form is signed, scan the form onto your PC so that you have an electronic copy of the the signed document on your PC that can be used to submit the request within Enrollment Manager.
- EDI enrollment processing timeframe is approximately 30 days.
- To check status of EDI enrollment, contact PGBA at (800) 259-0264 or by email at PGBA.EDI@pgba.com.

837 Claims Transactions and 835 Electronic Remittance Advice:

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

1. Electronic Data Interchange (EDI) Provider Trading Partner Agreement (3 pages)

Complete all applicable fields.

Enter the date under Section C on Page 3.

Provider or Authorized Individual must print title, name, email, and sign where indicated on Page 3.

2. Electronic Remittance Advice (ERA) enrollment form (2 pages)

Complete all applicable fields.

Complete the 'Provider Contact Information' section on Page 2.

Provider or Authorized Individual must print title, dates, and sign where indicated on Page 2.

Submit Completed Document to EDInsight Enrollment.

LOG INTO EDInsight, GO TO-[Enrollment Manager]

ADD or SELECT payer enrollment record.

CLICK [ATTACH File] to attach the document to the payer enrollment record.

Answer "Yes" to Submit.

Or, click [SUBMIT Enrollment] to submit.

ELECTRONIC DATA INTERCHANGE (EDI)
PROVIDER TRADING PARTNER AGREEMENT

The provider agrees to the following provisions for submitting TRICARE claims electronically to PGBA, LLC.

A. The Provider Agrees:

1. That it will be responsible for all TRICARE claims submitted to PGBA, LLC by itself, its employees, or its agents.
2. That it will not disclose any information concerning a TRICARE beneficiary to any other person or organization, except PGBA, LLC and/or its contractors, without the express written permission of the TRICARE beneficiary or his/her parent or legal guardian, or where required for the care and treatment of a beneficiary who is unable to provide written consent, or to bill insurance primary or supplementary to TRICARE, or as required by State or Federal law.
3. That it will submit claims only on behalf of those TRICARE beneficiaries who have given their written authorization to do so, and to certify that required beneficiary signatures, or legally authorized signatures on behalf of beneficiaries, are on file. For eligibility transactions, eligibility does not indicate authorization for services. Please follow TRICARE program procedures to obtain authorizations.
4. That it will ensure that every electronic entry can be readily associated and identified with an original source document. Each source document must reflect the following information:
 - Beneficiary's name,
 - Beneficiary's health insurance claim number,
 - Date(s) of service,
 - Diagnosis/nature of illness, and
 - Procedure/service performed.
5. That the Department of Defense or his/her designee and/or the contractor has the right to audit and confirm information submitted by the provider and shall have access to all original source documents and medical records related to the provider's submissions, including the beneficiary's authorization and signature. All incorrect payments that are discovered as a result of such an audit shall be adjusted according to the applicable provisions of the, Federal regulations, and TRICARE guidelines.
6. That it will ensure that all claims for TRICARE primary payment have been developed for other insurance involvement and that TRICARE is the primary payer.
7. That it will submit claims that are accurate, complete, and truthful.
8. That it will retain all original source documentation and medical records pertaining to any such particular TRICARE claim for a period of at least 7 years after the bill is paid.
9. That it will affix the PGBA, LLC assigned unique identifier number of the provider on each claim electronically transmitted to the contractor.

10. That the PGBA, LLC assigned unique identifier number constitutes the provider's legal electronic signature and constitutes an assurance by the provider that services were performed as billed.
11. That it will use sufficient security procedures to ensure that all transmissions of documents are authorized and protect all beneficiary-specific data from improper access.
12. That it will acknowledge that all claims will be paid from Federal funds, that the submission of such claims is a claim for payment under the TRICARE program, and that anyone who misrepresents or falsifies or causes to be misrepresented or falsified any record or other information relating to that claim that is required pursuant to this Agreement may, upon conviction, be subject to a fine and/or imprisonment under applicable Federal law.
13. That it will establish and maintain procedures and controls so that information concerning TRICARE beneficiaries, or any information obtained from TRICARE or its contractor, shall not be used by agents, officers, or employees of the billing service except as provided by the contractor (in accordance with S1106(a) of the Act).
14. That it will research and correct claim discrepancies.
15. That it will notify PGBA, LLC within 2 business days if any transmitted data are received in an unintelligible or garbled form.
16. Transmission Format. All standard transactions, as defined by Social Security Act § 1173(a) and the Transaction Rules, conducted between PGBA, LLC and Trading Partner or Business Associate, will only use code sets, data elements and formats specified by the Transaction Rules and the then current version of the PGBA, LLC Supplemental Implementation Guides. The PGBA, LLC Supplemental Implementation Guides and any updates or amendments thereto may be accessed at, www.mytricare.com, and are incorporated herein by reference. This section will automatically amend to comply with any final regulation or amendment to a final regulation adopted by HHS concerning the subject matter of this Section upon the effective date of the final regulation or amendment.

B. PGBA, LLC Agrees To:

1. Provide an acknowledgment of claim receipt. The acknowledgment will consist of a Claims Submission Summary Report and the Error Claims Summary Report. These reports will be provided to the direct submitter of the claims files.
2. Affix the intermediary/carrier number, as its electronic signature, on each remittance advice sent to the provider.
3. Ensure that payments to providers are timely in accordance with TRICARE's policies.
4. Ensure that no contractor may require the provider to purchase any or all electronic services from the contractor or from any subsidiary of the contractor or from any company for which the contractor has an interest. The contractor will make alternative means available to any electronic biller to obtain such services.
5. Ensure that all TRICARE electronic billers have equal access to any services that TRICARE requires TRICARE contractors to make available to providers or their billing

services, regardless of the electronic billing technique or service they choose. Equal access will be granted to any services the contractor sells directly, indirectly, or by arrangement.

6. Notify the provider within 2 business days if any transmitted data are received in an unintelligible or garbled form.

NOTICE:

Federal law shall govern both the interpretation of this document and the appropriate jurisdiction and venue for appealing any final decision made by Defense Health Agency (DHA) under this document.

This document shall become effective when signed by the provider. The responsibilities and obligations contained in this document will remain in effect as long as TRICARE claims are submitted to PGBA, LLC. Either party may terminate this arrangement by giving the other party (30) days written notice of its intent to terminate.

In the event that the notice is mailed, the written notice of termination shall be deemed to have been given upon the date of mailing, as by the postmark or other appropriate evidence of transmittal.

C. Signature:

I am authorized to sign this document on behalf of the indicated party and I have read and agree to the foregoing provisions and acknowledge same by signing below.

I have agreed to the above by signing below on this _____ day of _____, in the year of 2020.

Provider Name (Please print)

Provider(s) Tax ID Number

National Provider Identification Number (NPI)

Address

City State Zip Code

Authorized Signature and Title

Email Address

Contact Name

Practice Insight

Billing Service Name/Vendor

1 Greenway Plaza Suite 350

Address

Houston TX 77046

City State Zip Code

Mail or Fax your completed form to:
PGBA, LLC
TRICARE Electronic Data Interchange
P. O. Box 17150
Augusta, GA 30903
Fax: 803-264-9864

Electronic Remittance Advice (ERA) Enrollment Form

The ERA enrollment form is required to receive remits of payments electronically. Please allow 4 weeks for the enrollment process to be completed and to begin receiving ERAs. Arrangements can also be made for you to receive a paper copy of your remit, in conjunction with an 835 transaction file, for up to 31 days by contacting the EDI Help Desk.

If you have any questions regarding ERA, please contact the **PGBA EDI Help Desk at 800-259-0264 and follow the prompts, or by email at PGBA.EDI@pgba.com.**

ERA Form Instructions

- Type or print legibly using blue or black ink. Complete all fields of this form.
- For your reference, field definitions can be found at the end of this form.
- Please retain a copy of the completed ERA Enrollment Form for your records.

Provider Information				
Provider Name:				
Provider Address:	Street:	City:	State:	ZIP/Postal Code:
Provider Identifiers Information				
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN):			National Provider Identifier (NPI):	
Other Identifiers, Assigning Authority:		Trading Partner ID: 7GW		
<p>Note: Checking this box indicates enrolling all locations for this provider's TIN/EIN that are active in our provider files and will no longer receive a paper remit. Otherwise, if only specific locations are to be included, list them below. Attach additional sheets if necessary.</p>				
Business Name	Business Address			

Provider Contact Information		
Provider Contact Name:		
Telephone Number:	Fax Number:	Email Address:
Preference for Aggregation of Remittance Data (e.g., Account Number Linkage to Provider Identifier) (Must match EFT Preference)	Provider Tax Identification Number (TIN)	
	National Provider Identifier (NPI)	
Method of Retrieval <i>(Required if provider is not using clearinghouse or vendor)</i> :		
Electronic Remittance Advice Clearinghouse Information		
Clearinghouse Name:		
Telephone Number:	Email Address:	
Reason for Submission: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change Enrollment <input type="checkbox"/> Cancel Enrollment		
Authorized Signature		
Electronic Signature of Person Submitting Enrollment:	Printed Title of Person Submitting Enrollment:	
Submission Date:	Requested ERA Effective Date:	