

## Rocky Mountain Pace 835

### EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- 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 ERA setup request.

### 835 Electronic Remittance Advice:

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

#### 1. Medical Office Provider Enrollment Form (1 page)

Complete the Provider Contact Information fields.

### 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.

