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## Vision Service Plan (VSP) 835

### EDI Enrollment Instructions:

- The billing provider must have an EDIinsight 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 EDIinsight Enrollment Team using EDIinsight Enrollment Manager.
- ERA enrollment processing timeframe is approximately 45 days.
- Support Vendors may contact the EDIinsight Enrollment Team to follow up on the ERA setup request.

Complete and submit these form(s) using the billing provider's group information.

1. Payor Agreement Cover Sheet (1 Page)
2. Vision Service Plan (VSP) Enrollment Form (1 Page)

### Submit to EDIinsight Enrollment Team:

Within EDIinsight - 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.

**Payor Agreement Cover Sheet**

**Agreement Type:** Claims / Remittance  
**Estimated Approval Time:** 10 days from Change Healthcare's receipt of agreement  
**Multiple Clearinghouses:** No

**CPID:** 6714 **Payor Name:** Vision Service Plan (VSP) – Professional

This form should be returned to Change Healthcare by emailing to [enrollmentcentral@changehealthcare.com](mailto:enrollmentcentral@changehealthcare.com) or by faxing to: 916-267-2963 with this coversheet as the first page.

Provider is automatically setup to receive ERA's when enrolling for claim submission.

**Submitter ID** \_\_\_\_\_ **Customer ID** \_\_\_\_\_ **Billing ID** \_\_\_\_\_

**Submitter Name:** \_\_\_\_\_

**Reference ID:** \_\_\_\_\_

**NPI:** \_\_\_\_\_

**Tax ID:** \_\_\_\_\_

Does the Provider also want to be setup for ERA? Yes  No



Claims

## Vision Service Plan (VSP)

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Please supply the following provider information to request EDI Enrollment

Provider Type:  Out of Network  Affiliate  GAP

Provider Group Name (Provider Billing Name): \_\_\_\_\_

Provider Group Tax ID (Payment Arrangement ID): \_\_\_\_\_

How many associated NPI's: \_\_\_\_\_

How many Provider Practice Locations (approx.): \_\_\_\_\_

Estimated Claim submission Volume per Month: \_\_\_\_\_

Do you currently use a clearing house:  Yes  No

If "Yes", list current clearing house: \_\_\_\_\_

Requested Effective Date: \_\_\_\_\_

