

Medicaid Wyoming 837 and 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- To authorize submission of claims and retrieval of ERAs by the clearinghouse, the provider must complete the online enrollment.
- See steps below to access the payer's web portal and complete the online request with the payer.
- You **MUST** have your Welcome and Security Letters from the payer. The enrollment cannot be completed without BOTH letters.
- Enrollment processing time is approximately 30 business days.
- For questions regarding the online enrollment, please contact the payer at 1-888-996-6223 or Wyprovideroutreach@cns-inc.com.

837 Claims Transactions and 835 Electronic Remittance Advice

Transactions: **Step 1- GO TO and LOG ONTO the payer portal at –**

<https://login.wyomingmedicaid.us/>

- You must create a login to complete this enrollment. Select **'New users click here'** to register.
- Select **'Provider'** to the **'Registering As'** question.
- Follow the prompts to be taken to the SSO Landing page. Select **'Associate Domain.'**

Step 2- See these steps to COMPLETE and SUBMIT the online enrollment:

- On the **'Provider ID Association'** page, you must enter the following:
 - From the Welcome Letter, enter the **Provider ID** and **Temporary ID**.
 - From the Security Letter, enter the **Temporary Key**.
 - Enter your **SSN/Tax ID**, then select **'Login.'**
- Once logged in, select **'Provider Access'** from the **'Select Profile'** drop-down.
- On the **'Provider Portal Home Page,'** select **'Provider'** at the top of the screen, then select **'Manage Provider Information.'**
- On the **'View/Update Provider Data'** screen, review Steps 1-6 for accuracy and update any information accordingly.
- Once you have reviewed Steps 1-6, click the **'Step 7: Mode of Claim Submission/EDI Exchange'** hyperlink.
 - Click the **'Electronic Batch, Online Direct Data Entry (DDE)'** hyperlink.
 - Check the box next to **'Billing Agent/Clearinghouse.'**
 - **'Direct Data Entry (DDE)'** is defaulted and cannot be unselected.
 - Select **'Save'** at the top of the screen, then select **'Close'** to return to the previous screen.
- Once you have returned to the previous screen, click the **'Step 8: EDI Contact Information'** hyperlink. Complete the applicable fields.
- Once you have completed Step 8, click the **'Step 9: Associate Billing Agent'** hyperlink.
 - Select **'Add'** to add the clearinghouse to your file.
 - In the **'Billing Agent ID'** field, enter **'500038600.'**
 - Select the association start and end date and select **'Ok.'**
 - Check the box next the Billing Agent ID you just entered, then click **'Select.'**

- Once you have completed Step 9, click the **'Step 11: Complete Trading Partner Agreement'** hyperlink.
 - Click the **'here'** button to read the Trading Partner Agreement.
 - Check the box to acknowledge the instructions.
 - Enter your First and Last name, then hit **'Submit'** at the top of the screen.
- Once you have completed Step 11, click the **'Step 12: Submit Modification Request'** hyperlink.
 - Verify the Provider Information one last time and select 'Submit for Modification.'
- Once you have completed Step 12, click **'Step 7: Mode of Claim Submission/EDI Exchange'** hyperlink again.
 - Click the hyperlink Billing Agent ID **500038600**.
 - Select the **'Authorized'** checkbox and add a Start and End Date.
 - Select **'Save'** near the top of the screen.

Step 3- Submit to EDInsight Enrollment Team:

Within EDInsight - Enrollment Manager-

Click **[SUBMIT Enrollment]**

Enter note indicating, **"Setup steps completed online with Medicaid Wyoming."**

Click to **"Save and Exit"** notes' window.