



HEALTH TRADITION HEALTH PLAN (HLTHT) ERA ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- Enrollment must be completed on the Availity portal, using the instructions provided on Page 2.
- Do not send completed forms to the payer. The enrollment information will be updated with the payer internally. EFT enrollment instructions are located on the paperwork.
- **Note:** EFT is required for ERA enrollment. EFT enrollment instructions are located on the paperwork.
- You will automatically be enrolled in both payer id's 39151 and HLTHT.

WHAT IS THE TURNAROUND TIME?

- Processing time may vary.

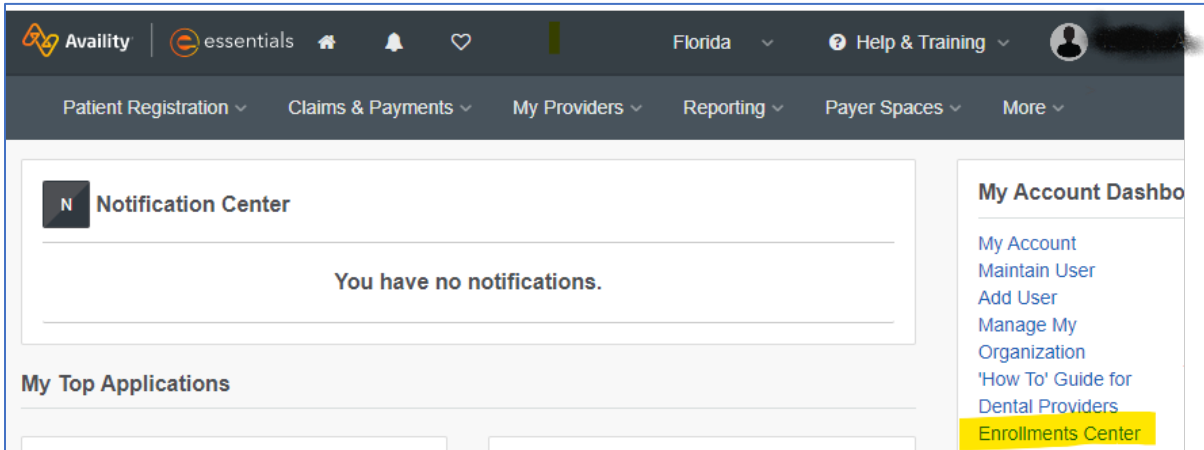
HOW DO I CHECK STATUS?

- You can check your enrollment using the Availity portal.

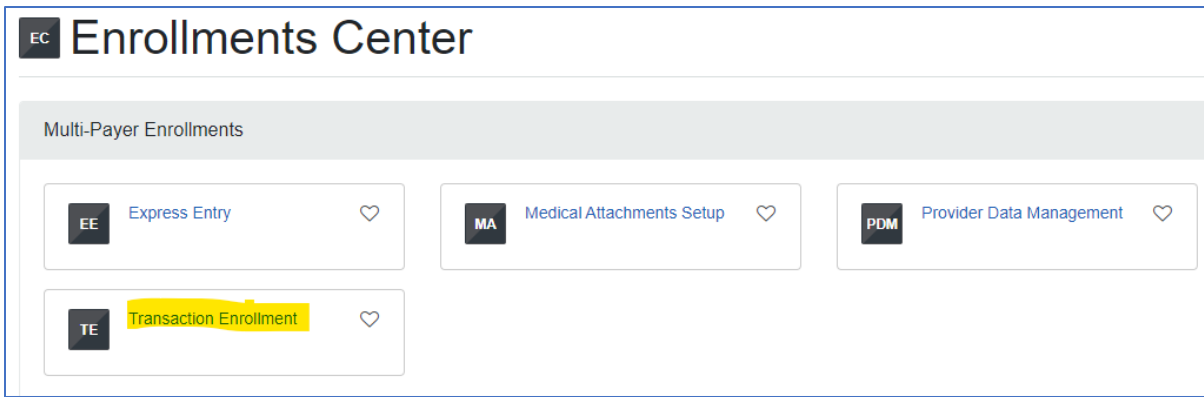
To begin enrollment, log into your Availity account at <https://apps.availity.com/>

Follow the steps below:

1. Select “Enrollments Center”



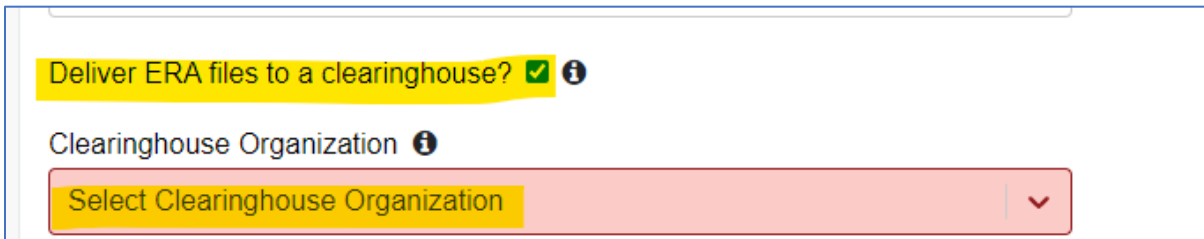
2. Select “Transaction Enrollment”



3. Proceed through Availity’s 2-Step Authentication process.

4. Check the box to indicate you want your ERA files delivered to a clearinghouse.

Then select Office Ally from the drop-down.



5. Enter required Provider Information and then select “Continue”

6. On the next page, enter payer ID ‘HLTHT’ in the Health Plan drop-down and select Continue

Health Plan (Payer) ⓘ What's this

HEALTH TRADITION (Payer ID: HLTHT) x

A maximum of 10 health plans can be selected.

Back Continue

7. Select the Electronic Remittance Advice check box and the click on the 'Download Enrollment Instructions'.

SELECT TRANSACTIONS

Health Plan (Payer)	Transactions
HEALTH TRADITION (HLTHT)	<input checked="" type="checkbox"/> Electronic Remittance Advice x

NOTE: Please complete the attached enrollment form, but, do not send it to the payer. The enrollment information will be updated with the payer internally. Also, please note that EFT is REQUIRED for ERA enrollment. EFT enrollment instructions are located on the paperwork. [Download Enrollment Instructions](#)

8. Complete the form as instructed; then, select Continue to complete the enrollment.