



# CAPITAL DISTRICT PHYSICIANS HEALTH PLAN (SX065) ERA ENROLLMENT INSTRUCTIONS

## WHICH FORM(S) SHOULD I DO?

- [Capital District Physicians' Health Plan \(CDPHP\) Professional Remit Information Sheet](#)
  - Complete with your group/billing information
    - Do not complete for individual providers who bill under the group.
- [835 Electronic Remittance Advice \(ERA\) Enrollment Request](#)
  - Select "New Enrollment" if provider has never been enrolled for ERAs with this payer or; "Change Enrollment" if currently receiving ERAs and requesting to change the clearinghouse vendor to Allscripts.
  - Complete Sections I and II with Group/Billing Provider information.
    - Do not complete for individual providers who bill under the group.
  - Signature required by the provider or authorized representative of the group. Billing services cannot sign.

## WHERE SHOULD I SEND THE FORM(S)?

- Fax to Allscripts at (919) 800-6875
  - Please do not forward the enrollment directly to the payer as this will result in a delay of the remit set up.

## WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5-10 business days.

## HOW DO I CHECK STATUS?

- Call CDPHP at (518) 641-3805 to check the status of the enrollment.