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 Veradigm.
    - 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 Veradigm 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.