



Office Ally

FIRST MEDICAL HEALTH PLAN (REFORM) (66064) ERA-ENROLLMENT INSTRUCTIONS

WHICH FORMS SHOULD I COMPLETE?

- Change Healthcare ERA Enrollment Form
- Assertus Provider Enrollment Form
- First Medical EFT/ERA Authorization Form

WHERE SHOULD I SEND THE FORM(S)?

- Email all forms to batchenrollment@changehealthcare.com

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is approximately 14 days.

| Payer Information | | | | | |
|---------------------------------|----------------|-----------------|-------------------------|---------------|----------|
| CPID | Payer ID | Payer | Type | Est Days | Multi CH |
| | | | | | |
| Special Enrollment Instructions | | | | | |
| | | | | | |
| Vendor Information | | | | | |
| Submitter ID | Submitter Name | | | | |
| | | | | | |
| Provider Information | | | | | |
| Tax ID | NPI | Provider Number | Name | | |
| | | | | | |
| Address | | | City | State | Zip |
| | | | | | |
| Contact Name | | | | Contact Phone | |
| | | | | | |
| Contact Email Address | | | | | |
| | | | | | |
| Confirmation Addresses | | | | | |
| Primary Email Address | | | Secondary Email Address | | |
| | | | | | |
| ERA Receiver | | | | | |
| Distribution Detail | | | | | |
| | | | | | |



PROVIDER ENROLLMENT TRANSMISSION AUTHORIZATION

By completing and signing this authorization, the healthcare Provider is authorizing Assertus Holdings, LLC to interchange its electronic Healthcare transactions with the Trading Partner acting as a Delegate Transmission Site for the Healthcare Provider as reported hereunder.

| | | | | | |
|---|---|--|---|-------------------------------|---|
| Delegate Transmission Site CHC1 | | Site Account Number 581651222 | | NPI | |
| Provider Name | | Phone () - Ext. | | Fax () - | |
| Type <input type="checkbox"/> Solo Practitioner <input type="checkbox"/> Group Practice | | Email | | | |
| Street Address | | Postal Address <input type="checkbox"/> Same as Street Address | | | |
| | | | | | |
| | - | | - | | - |
| Notes: | | | | | |
| Authorization Hereby, I certify that I'm the Provider referenced above or an authorized representative and that the reported NPI on this form belongs to the Provider referenced above, and I authorize ASSERTUS Holdings, LLC for the interchange of related health care transactions thru the Delegate Transmission Site reported on this form. I understand that this authorization will remain active until canceled in writing. I also understand that it is my responsibility to monitor that every claims file submitted to Assertus has a positive confirmation receipt received and that I need to report to Assertus any missing confirmation receipts. | | | | | |
| Billing Provider Authorized Signature | | Date: | | ASSERTUS Authorized Signature | |
| | | | | | |

Electronic Fund Transfer (EFT) and Electronic Remittance Advice (ERA) Authorization Form

All fields must be completed. Forms with incomplete or invalid information cannot be processed.

Section I. Reason for Submission: Please select only one

- ☐ **New EFT Authorization-** Select the business line
 ☐ **Commercial**
☐ **GHP/Vital**
- ☐ **Request a Change**
- ☐ **EFT Cancellation-** Enclose a letter with a brief explanation of the cancellation reason.

Section II. Provider Information:

| | |
|-----------------------|--|
| Provider Name: | IMC Provider Number: <i>If applicable</i> |
| <input type="text"/> | <input type="text"/> |

Doing Business As (DBA) Name:

Provider Mailing Address:

| | |
|-------------------------------------|---|
| Street: <input type="text"/> | City: <input type="text"/> |
| State: <input type="text"/> | PO Box: <input type="text"/> Zip Code: <input type="text"/> |

Provider Personal Contact Information:

| | |
|---|--|
| Telephone Number: <input type="text"/> | Email Address: <input type="text"/> |
|---|--|

Provider Identifiers:

| | |
|---|---|
| Provider Federal Tax Identification Number (TIN): <input type="text"/> | National Provider Identifier (NPI): <input type="text"/> |
|---|---|

Provider Contact Office Information:

| | |
|--|---|
| Provider Contact Name: <input type="text"/> | Relation with the Provider: <input type="text"/> |
| Telephone Number: <input type="text"/> | |
| Fax Number: <input type="text"/> | Email Address: <input type="text"/> |

Clearinghouse Information:

| | |
|---|---|
| Assigned Authority: <input type="text"/> | Trading Partner ID: <input type="text"/> |
|---|---|

Section III. Financial Institution Information:

| |
|--|
| Financial Institution Name: <input type="text"/> |
| Financial Institution Address: <input type="text"/> |

| | | | |
|---|--|---|--|
| Financial Institution Routing Number: | | | |
| Financial Institution Provider's Account Number: | | | |
| Financial Institution Provider's Account Type: | <input type="checkbox"/> Checking Account | <input type="checkbox"/> Savings Account | |
| Section IV. Authorization and Signature: | | | |
| <p>I hereby authorize First Medical Health Plan, Inc., to initiate entire credits and/or adjustments for any duplicate or erroneous credits made to previously mentioned account. I hereby authorize the Financial Institution previously mentioned to make any credits and/or debits made by First Medical Health Plan, Inc., of the previously mentioned account. I understand that this authorization form will be part of the Terms and Conditions Agreement and will be included signed as part of this authorization form. I certify that the previously mentioned account is drawn in the name of the physician or individual practitioner or the legal business name of the provider or supplier. I certify that I sole control of the previously mentioned account in which First Medical Health Plan, Inc., will made the EFT deposits and that this account complies with all applicable Federal and State Laws and Regulations.</p> | | | |
| Printed Name of the person that submitting the EFT and ERA Authorization Form: | | | |
| | | | |
| Printed Title of the person that submitting the EFT and ERA Authorization Form: | | | |
| | | | |
| Provider Signature: | | Submission Date: | |
| | | | |

*****DO NOT WRITE BELOW THIS LINE*****

First Medical Health Plan, Inc., and International Medical Card, Inc., Internal Use

| | | |
|-------------------------|---|---|
| Receipt Date: | <input type="checkbox"/> Completed | <input type="checkbox"/> Lack of Information |
| Completion Date: | Sending Notification Date: | |
| Completed by: | Sent by: | |

***** Please complete and signed this EFT and ERA Authorization Form and send it with the requested letters to First Medical Health Plan, Inc., at the address, fax or email provided in the Instructions to Complete and Send the EFT and ERA Authorization Form.**