



## GOVERNMENT EMPLOYEES HEALTH ASSOCIATION (GEHA) (44504) ERA ENROLLMENT INSTRUCTIONS

### WHICH FORM(S) SHOULD I DO?

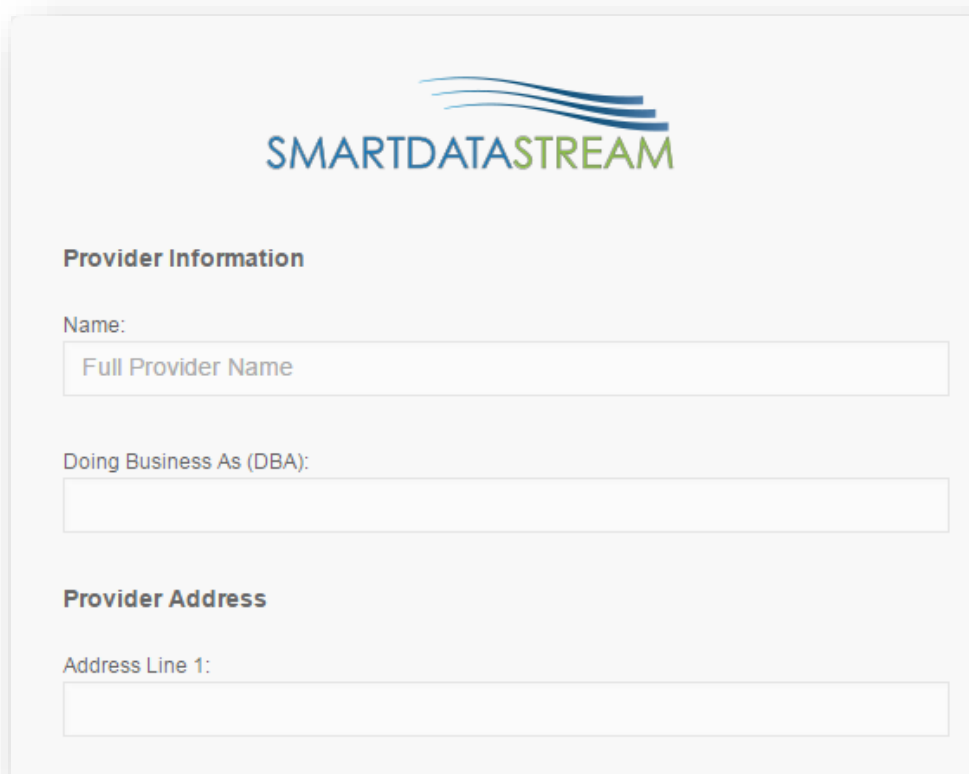
- No enrollment form is needed; however, you will need to call Stone Eagle/V-payer to create an ERA account.
  - Use the phone number on your V-pay payment page or call (877) 714-3222
    - Provide Stone Eagle with the basic information below:
      - Contact Name
      - Contact Phone
      - Contact Email
    - After your account is set up, you will be emailed a username and temporary password.
- Full instructions below to complete enrollment after the ERA account is set up.

### WHAT IS THE TURNAROUND TIME?

- Standard processing time is 3-6 business days.
  - **NOTE:** ERAs for Continental General are for Major Medical coverage that is a part of American Enterprise Group.

## Stone Eagle/V-Pay Enrollment Instructions

1. To opt in to receive 835s, you must begin by contacting Stone Eagle.
  1. To contact Stone Eagle, please use the VPay number found on the payment page with the payer you are attempting to enroll with.
  2. If you do not have this number, or do not have a payment page, you may call 877-714-3222
2. A Stone Eagle representative will then initiate a portal account for you and request the following basic information:
  - o Contact Name
  - o Contact Phone
  - o Contact Email
3. Once the portal account has been activated, you will receive an email with a user name and temporary password to log in to the portal and instructions on how complete your enrollment.
4. Log in to the portal using the instructions from the email and complete your enrollment



The image shows a screenshot of a web form for SMARTDATASTREAM. At the top center is the logo, which consists of three blue wavy lines above the text "SMARTDATASTREAM" in blue and green. Below the logo is the section header "Provider Information" in bold. Under this header, there are three input fields: "Name:" with a sub-label "Full Provider Name", "Doing Business As (DBA):", and "Provider Address" with a sub-label "Address Line 1:". Each input field is a simple rectangular box with a light gray border.

5. To have your ERAs routed to another clearinghouse, choose the “Clearinghouse” option under the Electronic Remittance Advice Information section, and then click “Add Payer.”

**Electronic Remittance Advice Information**

ERA Enrollment:  Yes - I would like to receive ERAs  
 No - I would not like to receive ERAs

Method of Retrieval:  Clearinghouse  
 Portal

**Clearinghouse Information**

\* Payer Name:  \* Payer ID:

\* Clearinghouse Name:

6. Click on the Payer Name drop down menu and select the payer you wish to receive ERAs for.

**Electronic Remittance Advice Information**

ERA Enrollment:  Yes - I would like to receive ERAs  
 No - I would not like to receive ERAs

Method of Retrieval:  Clearinghouse  
 Portal

**Clearinghouse Information**

\* Payer Name:  \* Payer ID:

\* Clearinghouse Name:

**Submission**

Reason for sub:  New Enrollment  
 Change Enrollment  
 Cancel Enrollment

**Authorized S**

\* Signature:

Submission Da:

- The Loomis Company
- The Loomis Company
- Stirling Benefits
- Keenan
- IPMG
- KG Administrative Services
- Consociate
- Corporate Benefit Services
- EBAM
- Healthgram, Inc.
- HSB Commerce Benefits Group
- HSBS Oklahoma City (f. Mutual Assurance Admin)
- American Republic Insurance
- American Family Insurance
- Continental General
- Central Reserve Life
- Medico
- RCI
- Florida Health Care Plan
- Healthsmart Benefits (Denver)
- American Administrative Group
- HSB MedSave USA
- WebTPA
- Actuarial Managements Resources
- Oxford Life
- Reserve National
- United Group Programs Inc

7. Click the Clearinghouse Name drop down menu to choose the clearinghouse you wish to have your ERAs routed to.

The screenshot shows a web form titled "Electronic Remittance Advice Information". It contains several sections: "ERA Enrollment" with radio buttons for "Yes - I would like to receive ERAs" (selected) and "No - I would not like to receive ERAs"; "Method of Retrieval" with radio buttons for "Clearinghouse" (selected) and "Portal"; "Clearinghouse Information" with a text input for "Payer Name" containing "The Loomis Company" and an "Add Payer" button; "Submission Information" with a "Reason for submission:" label; "Authorized Signature" with a "Signature:" label and an empty text box; and "Submission Date:" with a text box containing "2017-03-10". A dropdown menu is open on the right side of the form, displaying a list of clearinghouse names starting with "-- Choose One --".

**Electronic Remittance Advice Information**

ERA Enrollment:  Yes - I would like to receive ERAs  
 No - I would not like to receive ERAs

Method of Retrieval:  Clearinghouse  
 Portal

**Clearinghouse Information**

\* Payer Name: The Loomis Company

\* Clearinghouse Name:

Add Payer

**Submission Information**

Reason for submission:

**Authorized Signature**

\* Signature:

Submission Date: 2017-03-10

-- Choose One --  
Availity  
Claim.MD  
ClaimsNet  
DentalXChange  
eMedix  
Encoda  
eProvider Solutions  
eSolutions (Claim Remedi)  
eTactics  
Experian Health  
GE Centricity  
Greenway Health  
Health Care IP  
Healthcare Pays Network, LLC  
HealthEWeb  
InfiniEDI  
Inmar  
Instamed  
Kareo  
MedAssets  
Navicare  
Office Ally  
OptumInsight  
OS Inc  
PNC Bank  
Practice Insight  
Quadax  
Relay Health  
Rycan  
CST

8. Complete the enrollment form and click "Submit." This should bring you to the homepage with a list of available payers. If you see this list, your enrollment is complete.
9. You will begin receiving 835s 3~6 business days from the date of your completed enrollment.