

Alegus ProviderNet Registration Instructions

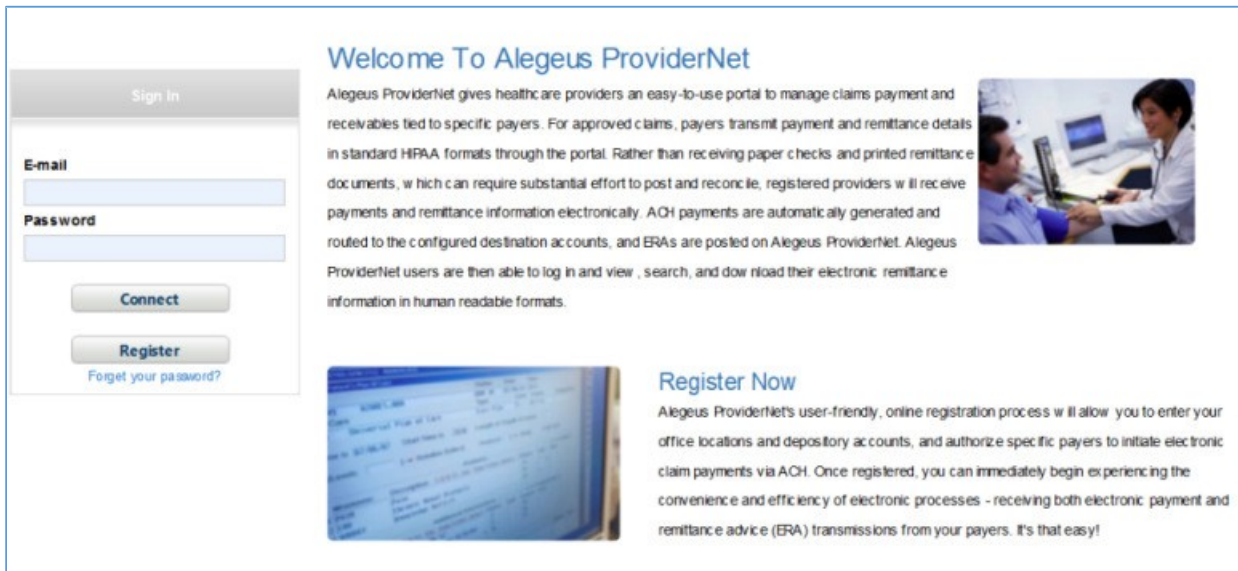
ERA and EFT now available for Kaiser Permanente Georgia and Hawaii Claim Payments:

A new service is being offered to those that would like to stop receiving a paper copy of their Remittance Advice (RA) or would like to start receiving their payments electronically (EFT). If you are interested, please visit <https://providernet.adminisource.com>

By visiting this site you will be able to register with the Alegus ProviderNet system. Alegus is the vendor of Kaiser Permanente of Georgia and Hawaii that currently provides the paper copy of the RA that you receive and is now offering payments to be made via EFT, or to receive your RA in a PDF format or an 835 file.

If you are interested, please follow the below instructions. Have your Tax ID, NPI, and a check number from a recent Kaiser Permanente of Georgia or Hawaii payment handy.

This document provides step-by-step instructions on how to register with Alegus ProviderNet to receive electronic payments and remittance advices. Any questions during this process should be directed to Alegus Provider Services at wco.provider.registration@alegeus.com or 877-389-1160.



Welcome To Alegus ProviderNet

Alegus ProviderNet gives healthcare providers an easy-to-use portal to manage claims payment and receivables tied to specific payers. For approved claims, payers transmit payment and remittance details in standard HRAA formats through the portal. Rather than receiving paper checks and printed remittance documents, which can require substantial effort to post and reconcile, registered providers will receive payments and remittance information electronically. ACH payments are automatically generated and routed to the configured destination accounts, and ERAs are posted on Alegus ProviderNet. Alegus ProviderNet users are then able to log in and view, search, and download their electronic remittance information in human readable formats.

Register Now

Alegus ProviderNet's user-friendly, online registration process will allow you to enter your office locations and depository accounts, and authorize specific payers to initiate electronic claim payments via ACH. Once registered, you can immediately begin experiencing the convenience and efficiency of electronic processes - receiving both electronic payment and remittance advice (ERA) transmissions from your payers. It's that easy!

1. Go to <https://providernet.adminisource.com>
2. Click Register
3. Accept the Terms and Conditions

This document and all included information is confidential and exists as the property of Alegus. It is intended for use ONLY by direct clients of Alegus.


Alegus ProviderNet Registration Instructions

To get started with ProviderNet, please answer a few verification questions...

If you are a Billing Service, [click here](#) to register. If you are a Clearinghouse, [click here](#) to register.

<p>Select a Payer*</p> <p>--Select One--</p> <p>National Provider Identifier (NPI)* ⓘ</p> <p>_____</p> <p>If your organization has submitted an EFT application to Alegus (formerly RSA/Metavante), please enter the same NPI and Tax ID as used on the application.</p>	<p>Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)* ⓘ</p> <p>_____</p> <p>Enter a recent Check or EFT Number from the selected payer*</p> <p>_____</p> <p>Special Note: If you are entering a number for an EFT payment, please enter it exactly as it is shown on your Explanation of Payment (e.g., EFT123456).</p>
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Required fields are in **bold**



4. Answer verification questions
 - a. Select the Payer who invited you.
 - b. Enter your primary NPI, Tax ID, and a recent Check Number associated with the selected payer
 - i. NPI is required, and should be the main identifier for your business
 - ii. Note that all fields with bold labels are required
 - iii. Other Tax IDs may be entered when registration is completed
 - iv. Be sure to include leading zeros in the check number

Create a User Account to access payment information online.

Your Email Address will become your User ID.

User Email Address*

Confirm Email Address*

User Name*


Password*

Confirm Password*

Password Reset Question*

--Select One--

Password Reset Response*



5. Create a user account to access Alegus ProviderNet
 - a. Your e-mail address will be your user name
 - b. A strong password is required, and must have a combination of at least eight letters and numbers

Alegus ProviderNet Registration Instructions

Enter the primary administrative contact information for your business.

Provider Name* [?](#)

Provider Contact Name* [?](#)

Title

Telephone Number* [?](#) Telephone Number Extension
 -


Email Address* [?](#)

Fax Number [?](#)
 -

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)* [?](#)

National Provider Identifier (NPI)* [?](#)

Required fields are in **bold**

 Continue

6. Enter your administrative contact information
 - a. NPI and Tax ID should be pre-filled with the same ones you entered for verification.

Alegus ProviderNet Registration Instructions

Enter the primary bank account information for your business.

You will have the ability to enter additional accounts after registration is complete.

Note: Please click the "Help" button at the top right during EFT enrollment to see further details about the form.

Due to collaboration between the healthcare and financial services industries, the NACHA Operating Rules require that financial institutions provide the ACH Payment Related Information to a provider upon request via a secure, electronic method. Thus providers not currently receiving this data are encouraged to request it as soon as possible to enable more efficient reassociation of EFTs and ERAs. By no later than 01/01/2014, health plans must offer EFT to providers via the NACHA CCD+. This HIPAA mandated EFT transaction must include TRN Reassociation Trace Number data segment necessary for reassociation.

Please contact your financial institution to request this data. The data will be used to associate an EFT payment with an ERA 835 file.

Providers should allow at least 7-10 days for financial institutions to set up processes to ensure delivery of the ACH Payment Related Information. If requested, your financial institutions must make the ACH Payment Related Information available to your organization no later than the opening of business on the second Banking Day following the settlement.

Financial Institution Name* ?

Financial Institution Routing Number* ?

Type of Account at Financial Institution* ?

Savings

Checking


Provider's Account Number with Financial Institution* ?

Account Number Linkage to Provider Identifier* ?

Provider Federal Tax Identification Number (TIN)

National Provider Identifier (NPI)


*Required fields are in bold


 Continue


7. To enroll for EFT payments enter the bank account information that will receive the ACH deposits.
 - a. You may enter additional bank accounts once registration is complete


Alegus ProviderNet Registration Instructions



Select at least one address where you receive payments.
You will have the ability to enter additional addresses after registration is complete.
Note: Please click the "Help" button at the top right during EFT enrollment to see further details about the form.



Provider Name* 
John Doe

Doing Business As Name (DBA) 

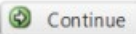
Street* 
100 Main St

City* 
Anytown

State/Province* 
Florida 

Zip Code/Postal Code* 
12345 

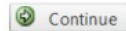
*Required fields are in **bold**



8. Enter and/or verify your location information that is associated with payments. ProviderNet will use your Tax ID and/or NPI to gather payment history information from the payer you selected in the verification step.

Alegeus ProviderNet Registration Instructions

Review your information below for accuracy.
Click a [Section Heading](#) to edit the corresponding information.
Click Continue when you are finished reviewing your information.

 Continue

ProviderNet Enrollment

ProviderNet

User ID	john.doe@gmail.com
User Name	john doe
Password Reset Question	What is your pet's name?
Password Reset Response	fido
Provider Name ?	John Doe
Provider Contact Name ?	John Doe
Title	
Telephone Number ?	999-999-9999
Email Address ?	john.doe@alegeus.com
Fax Number ?	

EFT Enrollment

Provider Address

Provider Name ?	John Doe
Doing Business As Name (DBA) ?	
Street ?	100 Main St
City ?	Anytown
State/Province ?	FL
Zip Code/Postal Code ?	12345

Provider Identifiers

Provider Federal Tax Identification Number (TIN) ?	123456789
National Provider Identifier (NPI) ?	1003010554

Financial Institution Information

Financial Institution Name ?	bank name
Financial Institution Routing Number ?	311079306
Type of Account at Financial Institution ?	Checking
Provider's Account Number with Financial Institution ?	123456
Account Number Linkage to Provider Identifier ?	National Provider Identifier (NPI)

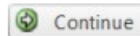
Submission Information

Reason for Submission	New Enrollment
Include with Enrollment Submission ?	Voided Check
Authorized Signature ?	Written Signature of Person Submitting Enrollment


- Review the information that was entered in the preceding steps. If you need to change anything, click a blue section heading or use the menu on the left to navigate to that form.

Alegeus ProviderNet Registration Instructions

The ACH form must be signed and returned to Alegeus before Electronic Fund Transfers can begin. Depending on the browser you are using, please either print the ACH form using the Print Icon below, or print a copy of the downloaded form. Once the form has been printed you may then click Continue to begin using ProviderNet.

 Continue

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<https://providernet.alegeus.com>

 PROVIDERNET

ACH AUTHORIZATION FORM

Please complete and sign the following ACH Authorization form. Once the form is completed, scan and email the form with a voided check or bank verification letter with the corresponding bank account information to wco.provider.registration@alegeus.com, or fax the documents to ProviderNet Support at 602-643-1915.

SECTION I - PROVIDER INFORMATION

New Enrollment
 Change Enrollment
 Cancel Enrollment

Provider Name	John Doe
Doing Business As Name (DBA)	
Street	100 Main St
City	Anytown
State/Province	FL
Zip Code/Postal Code	12345
Provider Federal Tax Identification Number (TIN)	123456789
National Provider Identifier (NPI)	
Provider Contact Name	John Doe
Telephone Number / Extension	999-999-9999
Email Address	john.doe@alegeus.com
Fax Number	

SECTION II - ACCOUNT INFORMATION

Financial Institution Name	bank name
Financial Institution Routing Number	311079305

10. Print, Sign, and return the ACH Authorization Form to Alegeus using fax phone number 602-643-1915.

Once we have received this form we will issue a zero-dollar transaction to test your bank account information. If Alegeus does not receive a rejection notice within ten days, the account is activated and made available for ACH transactions.

Alegeus ProviderNet Registration Instructions

Welcome, john doe!
Working in NPI [XXXXXXXXXX]

Control Panel

Start

Search And Report ▾

Payment Search

User Activity

Maintenance ▾

Provider Info →

Accounts

TaxIDs

Contacts

Addresses

EFT Enrollment

Connectivity

User Administration

My Profile

Frequently Asked Questions

This Provider has one or more Bank Accounts for which Alegeus has not received an ACH Authorization. Please navigate to the [Accounts](#) page for more details.

Announcements

NOTE Effective April 15, 2013, ProviderNet underwent branding changes to reflect the Alegeus Technologies rebrand. For complete details about this release, click on the link below.

- [Alegeus ProviderNet Branding Changes](#)

NOTE Effective April 15, 2013, ProviderNet will undergo branding changes to reflect the Alegeus Technologies rebrand. For complete details about this release, click on the link below.

- [Alegeus ProviderNet Branding Changes](#)

NOTE The change to the Entry Detail Record (also known as a "7 Record") of EFT Transactions that use the CCD+ format. This change will affect payments that are processed by our payer partners beginning today. For complete details about this release, click on the link below.

- [ProviderNet EFT Change for CCD+ Transactions](#)

NOTE As of 7/26/2012 **ProviderNet** will be updated with a new ACH authorization signature pad feature. This new signature pad can be found on the Account Confirmation of the new user registration process. For complete details about this release, click on the link below.

- [ProviderNet Release 1.5 Notes](#)

11. Clicking Continue takes you to the ProviderNet Start screen, where you would usually see a summary of your recent payments. However, this summary may not be available when you first log in, as payment history is loaded to ProviderNet nightly. If that is the case, please check back on the following day.

Since you have selected a Kaiser Permanente payer, there is one more step that should be taken for distribution of 835 files. Click on the Provider Info link in the Control Panel Maintenance area and you will be taken to a screen that will allow you to select a method to retrieve your 835 file.

Alegus ProviderNet Registration Instructions

Modify your Provider Information

Provider Name* [?](#)
John Doe


Primary Provider Contact Name* [?](#)
John Doe

Payers
Kaiser Permanente Hawaii

+ Add Payer

Primary Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)* [?](#)
123456789

National Provider Identifier (NPI)* [?](#)
[Empty field]

Trading Partner 

- None
- EMDEON
- APRIA
- NAVICURE
- SSI
- EMI
- RELAY HEALTH

Partner selection is **ONLY** used for Kaiser transmissions. For all other Clearinghouse select a Clearinghouse from the Connectivity

New Save

- The Provider Info screen has a Trading Partner field that defaults to 'None'. If 'None' is left in this field, the 835 file can be manually retrieved from ProviderNet. If you wish to have the 835 file distributed to a clearinghouse trading partner, select the appropriate trading partner and then click the Save button.