



MEDICAID WEST VIRGINIA (MCDWV) ERA ENROLLMENT INSTRUCTIONS

WHAT FORM(S) SHOULD I DO?

- ERA Enrollment is done online through **Medicaid WV online WV TPA – Trading Partner Account**
- Link for New Providers to enroll can be found [here](#)
- Providers that already have an account need to login [here](#)
- For detailed instructions, see the [Account Registration User Guide](#)
 - Detailed instructions for having Office Ally receive your ERAs starts on page 20 of 35. (**Note:** You must be signed in and have access under your account to update this.)
 - Click on **Account Maintenance>Manage Providers**.
 - Select **EDIT ERA** out from the Group you need to update, if you have more than one.
 - Scroll down to **Preference for Aggregation of Remittance Data** and select either your Tax ID or NPI.
 - **Download PDF** is referring to your Remits/EOBs. **Yes** means they will be available on the portal and **No** means they will be mailed to you.
 - Select **Generate 835** to choose **Office Ally (TPA WVTPID002100)**.
 - Skip over **Reason for Submission**.
 - Enter the Authorized Signature's name in the Electronic Signature box. The Authorized name will be highlighted above; it must be the same to proceed.
 - The last box is the date. Select the date you're updating this information as it cannot be for any past or future dates.
 - The update is effective immediately and takes effect on your next billing cycle.
 - To confirm your selection went through, go back to **Manage Providers** under **Account Maintenance**. You should see **Office Ally** in the 835 box.
- For further assistance with this enrollment process, you can contact Medicaid at (888) 483-0793 option 2, enter your NPI and select option 6.