VIRGINIA PREMIER (54176)
ERA ENROLLMENT INSTRUCTIONS

OFFICE ALLY

WHICH FORM(S) SHOULD I DO?

- **Emdeon EnrollNow (Click here)**

    o **NOTE:** This is completed online.

    o Office Ally supports only the payers listed on the Emdeon ERA Enrollment form below. Do not choose payers that are listed on the Emdeon ERA Enrollment form when completing the EnrollNow online form.

- **Emdeon ERA Enrollment Form**

- **VA Premier EDI 835 (ERA) Enrollment Form**

WHERE SHOULD I SEND THE FORM(S)?

- **Emdeon EnrollNow:** Once completed online, click Submit.

    o **NOTE:** If the payer you're enrolling for is not listed on this webpage, just enter the provider information and click Submit. The payer information will be entered on the Emdeon ERA Enrollment form.

- **Emdeon ERA Enrollment Form:** Once completed, save and email to support@officeally.com

    o Make sure that the email subject is: **Emdeon ERA Enrollment**

- **VA Premier EDI 835 (ERA) Enrollment Form:** Once completed, fax or email the form to

    Email: **batchenrollment@emdeon.com**
    Fax: **(615) 231-4843**

WHAT IS THE TURN AROUND TIME?

- Once Office Ally receives your **Emdeon ERA Enrollment Form**, we will process the request within 24-48 hours.

- The time it takes ERAs to start coming through is dependent upon that individual payer. Generally, ERA's can take anywhere from 14 to 45 days to begin coming through.

HOW CAN I CHECK THE STATUS OF MY ERA ENROLLMENT?

- To check the status of the **835 Enrollment Request Form**, please email or call Office Ally's Customer Support Department at support@officeally.com or (360) 975-7000 option 1.

    o Make sure to provide the **Payer, TIN/EIN** and **NPI** that was submitted on the form when you contact us.

EMDEON ERA ENROLLMENT FORM

In order to enroll to receive ERAs electronically from this payer, please fill out this form and return it via email to Support@officeally.com , the Email Subject should read: **Emdeon ERA Enrollment**.

PAYER INFORMATION OF THE PAYER YOU ARE ENROLLING FOR ERAS FROM:

VIRGINIA PREMIER - PAYER ID 54176

PROVIDER INFORMATION:

Provider Name:

Provider Address:

PROVIDER IDENTIFIERS INFORMATION:

Provider Federal Tax Identification Number (TIN)
OR Employer Identification Number (EIN):

National Provider Identifier (NPI):

PROVIDER CONTACT INFORMATION:

Provider Contact Name:

Telephone Number:

Email Address:

ELECTRONIC REMITTANCE ADVICE INFORMATION:

Preference for Aggregation
of Remittance Data:

Note: Account Number Linkage to Provider Identifier. Must match prefernce for EFT payments.

SUBMISSION INFORMATION:

Reason for Submission:

Authorized Signature:

Note: Electronic Signature (typed name) of Person Submitting ERA Enrollment.

VAPremier
Health Plan, Inc.

EDI 835 (ERA) Enrollment Form
(To Receive Electronic Remits)

Date

1 | Submitter Information (to be filled out by the clearinghouse)	
CLEARINGHOUSE	EMDEON
Clearinghouse Contact Name ENROLLMENT HELP DESK	
Clearinghouse Address 3055 LEBANON PIKE STE 1000	
City NASHVILLE	State TN Zip 37214
Phone 866.924.4634	**Email** PAYERREGISTRATION@EMDEON.COM
[Note: VPHP will send enrollment confirmation to the email address above.]	
2 | Billing Agent/Service Information *[refers to the clearinghouse]*	
Billing Agent Name EMDEON	
Billing Agent Tax ID 133052274	
3 | Provider Group Information (W-9 Required)	
Group/Provider Name	
Group/Provider Tax ID	
Group/Provider NPI# (if applicable)	
4 | Group/Provider Remittance/Billing Address	
Address	
City	State Zip
5 | Effective Date of EDI EOB	
6 | Termination Date of EDI EOB (if requesting termination)	

- ❖ If your clearinghouse instructs you to send this form directly to Virginia Pemier, either:

  - ○ [Preferred]
    Email the completed form (as an attachment) to:
    vphp_edi@vapremier.com
  - \- Or –
  - ○ Fax the completed form to: **877-289-9340**

- ❖ Otherwise, send the form to your clearinghouse as per their instructions.
- ❖ Confirmation of your EDI Enrollment at Virginia Pemier will be emailed to your clearinghouse within 10 business days.
- ❖ Questions about the status of your request should be directed to your <u>clearinghouse</u>, rather than to Virginia Pemier.

Internal Use
ID#_____
_____
W-9 on file_____
Database ☐
FAX   ☐
E-Mail   ☐
Date _____

05/06/09