ERA ENROLLMENT REQUEST FORM

The Electronic Remittance Advice (ERA) program is voluntary. The program provides several important benefits for WTCHP providers, but also imposes some specific requirements. The ERA program offers the following benefits:

- • Reduces processing time and increases data accuracy by allowing providers to update their system directly with electronic remittance information
- • Reduces paper and printing costs
- • Eliminates issues with lost mail and missing remittances

To take advantage of these benefits, a provider must do the following:

- • Have the ability to receive and process remittance data according to the ANSI 5010 835x12 HIPAA transaction standards
- • All submitters (providers and third-parties) must contract with a National Government Services Network Service Vendor (NSV) for connectivity to the National Government Services EDI Gateway. The list of approved National Government Services NSVs is available in the Appendix of this document.
- • If connection is established through NGS Medicare, your connection for WTC is established through an approved NSV. Please ensure the WTC connection with NGS is modified for utilization to your new WTC mailbox which will be separate from the NGS Medicare mailbox
- • Be able to receive and store electronic remittance information in a secure way
- • Be able to operate effectively without paper remittance advice
- • Be willing and able to participate in an enrollment and production simulation testing program that lasts approximately three weeks

Once the completed form has been received to MCA-Sedgwick, the request for ERA will be submit the enrollment request to NGS for approval. Within 10 business days, NGS sends a letter to the provider at the email specified on the enrollment form.

- • This letter provides information on how to access the mailbox, where you will receive the ERA, and provides a username and password.
- • If you are a Medicare provider, this will be like the process for downloading the Medicare remittance information but utilizes a separate mailbox.
- • Please ensure that you maintain the email notification sent by the NGS EDI Enrollment team.

When the provider is satisfied that they can apply the remittance data effectively, the provider begins to download the file(s) weekly.

- • The files are available for pick-up on Fridays. However, holidays during the processing week may change the delivery schedule. Any change to the delivery schedule WTC providers would be advised.
- • The file names will be used for delivery of the 835 remittance advice as follows: WTC######.##########.Dyyyymmdd####.txt
- • First node is your WTC Receiver ID
- • Second node is the Vendors NPI
- • Third node is the date and time stamp of file delivered.

The provider continues to receive the paper remittance advice for 30 days, after which delivery of the paper remittance advice is suspended.

ELECTRONIC REMITTANCE ADVICE (835 EDI FILE) ENROLLMENT REQUEST FORMS
Submission Options: upload: via MCA-Sedgwick Provider Portal www.sedgwickwtc.com
fax: 866.728.7860 | or via email wtcnpn-providerservices@sedgwickgovernment.com

PART I: REASON FOR SUBMISSION

☐New ERA Enrollment
  ☐Individual ☐Group   ☐Change to Current ERA Enrollment

PART II: PAYEE/BILLING OFFICE PROVIDER INFORMATION

Provider/Supplier Legal Business Name (if individual, please provide first name, middle initial, last name, and suffix)

Chain Organization Name or Home Office Legal Business Name (if different from Chain Organization Name)

Payee's Mailing Address

Payee's City	Payee's State	Payee's Zip Code

Contact's Name	Contact's Phone Number	Contact's Fax Number

Contact's Email Address

Provider's Network Service Vendor (The NSV used to connect to the NGS gateway)

Payee Tax Identification Number (TIN)   Payee NPI:
List all NPI's for this provider here:

Clearinghouse Name	Contact Name Receiving ERA File

Contact's Mailing Address

Contact's City	Contact's State	Contact's Zip Code

Contact's Phone Number	Contact's Fax Number	Contact's Email Address

Contact's Network Service Vendor (The NSV used to connect to the NGS gateway)

SIGNATURE LINE (Note: Must be signed and dated to process)

Authorized/Delegated Official Name (Print)	Telephone Number	Authorized/Delegated Official Title

Authorized Authorized/Delegated Official Signature	Date	E-mail Address

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ELECTRONIC REMITTANCE ADVICE (835 EDI FILE) APPENDIX

National Government Services allows select network service vendors to provide an alternative method of communication to electronic data interchange (EDI) services.

These vendors offer services and benefits that include connections for submission and receipt of HIPAA transactions. To receive additional information on the services provided from these network service vendors and pricing structures, please use the contact information below.

The Network Service Vendors who have connectivity to National Government Services are:

Network Service Vendors	Network Service Vendors Continued
ABILITY Network, Inc. Website Customer Service: 888-895-2649 Email	**Episode Alert LLC** Website Direct Link Customer Service: 800-905-0698 Email
American Health Data Services, Inc. (AHDS) Website Direct link Customer Service: 877-214-0990 Email	**Experian Health, Inc.** Website Customer Service: 888-661-5657
Axiom Systems, Inc. (ClaimShuttle) Website Customer Service: 602-439-2525 Email	**Waystar (formally known as eSolutions/Dorado)** Website Customer Service: 866-633-4726 Option 1 Contact electronically
Axxess Website Direct Link	**WellSky (formerly MEDTranDirect)** Website Direct Link

Network Service Vendors	Network Service Vendors Continued
Customer Service: 214-575-7711 **Email**	**Phone: 855-855-6637** **Email**
Cortex EDI, Inc. **Website** **Direct Link** **Customer Service: 800-485-5977** **Email**	

Office Ally, one of MCA-Sedgwick's EDI e-billing partners, is a Network Service Vendor that has connectivity to National Government Services as well.

Please note that the most recent list at https://enrolledi.ngsmedicare.com/approvedentitieslist (you have to choose provider type/state and accept the CPT license to get to it). The list available on the web site always takes precedence over the chart above.