



COst Assist

**ELECTRONIC
PAYMENT
ENROLLMENT
PROCESS**

How to sign up to receive Electronic Claim
Payments from CNIC Health Solutions



Is Provider Enrolled for Electronic Payment (EFT) with Emdeon? (If you don't know, please call Emdeon at 866.506.2830)

Yes
Then, is Provider Enrolled for EFT at Emdeon with CNIC as a Payer under ID 37227? (If you don't know, please call Emdeon at 866.506.2830)

No
Enroll for EFT with Emdeon and CNIC by following instructions in Exhibit A

No
Select CNIC Payer ID 37227 as an Emdeon EFT Payer by following instructions in Exhibit B

Yes
Process is complete. No Futher action needed.

EXHIBIT A

INSTRUCTIONS FOR PROVIDERS TO ENROLL IN ELECTRONIC PAYMENT WITH EMDEON/CNIC

Go to the website: <http://www.emdeon.com/epayment/>

Click: "Payments from many. Simple enrollment with ONE."

Emdeon ePayment Solutions - Windows Internet Explorer

http://www.emdeon.com/epayment/

File Edit View Favorites Tools Help

Search Emdeon.com

About Us Newsroom Investors Careers

Click on this box

Payments from many. Simple enrollment with ONE.

Just enroll ONCE, and get awesomely fast payments from each and every EFT participating payer.

SWITCH FROM PAPER TO ELECTRONIC CLAIMS PAYMENTS. IT'S FREE!

ePayment Solutions

- Hospitals, health systems or physician practices with 16+ doctors
- Physician practices with 1-15 doctors, billing services or other specialties
- Payers (Health Plan, TPA or PPO)
- Dentists

Emdeon ePayment

Emdeon ePayment replaces paper-based claims payments with electronic (EFT) payments that are directly deposited into the provider's bank account. Providers can also search, view and print human-readable images of the ERA using Emdeon Payment Manager, an online application available for Emdeon ePayment users. Using Emdeon Payment Manager, providers can download HIPAA-formatted 835 ERA files for Emdeon ePayment enrolled payers to simplify payment posting.

Discover how Emdeon ePayment can transform your reimbursement process! Click the links below to learn how your organization can take advantage of Emdeon ePayment to virtually eliminate unnecessary paperwork.

Get Connected: Contact us and we'll show you how.
866.506.2830

ENROLL NOW

- Physician Practice with 1-15 doctors, billing services or other specialties
- Hospital, Health System or Physician Practice with 16+ doctors
- Payers (Health Plan, TPA or PPO)
- Dentists

To switch from paper-based to electronic claims payments and remittance advice, both the payer and the provider submitting the claim must be enrolled in Emdeon ePayment.

This will take you to the following:

<http://www.emdeon.com/epayment/enrollment/index.php>

The screenshot shows the Emdeon ePayment Enrollment website in a Windows Internet Explorer browser. The page title is "Emdeon ePayment Enrollment". The main content area is titled "Emdeon ePayment Enrollment" and contains the following text:

Providers can switch from paper to electronic payments by enrolling in Emdeon ePayment in three easy steps! If you have questions about the enrollment process, please call 866.506.2830 and select option 1.

Step 1 - Initiate Enrollment
You have two options for enrolling online. The Emdeon ePayment Enrollment Form below offers a basic enrollment configuration and is recommended for smaller physician practices. For larger organizations that need more enrollment flexibility to enroll multiple NPIs with a wide variety of payers, we also offer an Emdeon ePayment Enrollment Wizard.

Emdeon ePayment Enrollment Form
To make enrollment a snap, open the [online Enrollment Form](#) which includes form fields enabling you to complete the form online, insert your digital signature and Click to eSign. Your completed enrollment information will automatically be transmitted securely to Emdeon via Adobe EchoSign and encrypted with full AES 256-bit SSL security.

Emdeon ePayment Enrollment Wizard
To get started, simply complete a [short registration form](#). After your information is verified, you will receive an email with your username, password and instructions for completing your enrollment using the Emdeon ePayment Enrollment Wizard.

To expedite your enrollment, we recommend you submit your enrollment online. Or, you can simply download, print and mail your completed [Emdeon ePayment Enrollment Form](#) to the following address:

Emdeon Electronic Payment Service Enrollment Request
P.O. Box 148850
Nashville, TN 37214

Step 2 - Confirm Deposit to Verify Account
Call 866.506.2830 to confirm that a small deposit has been made in your enrolled bank account for verification purposes (deposit will be from Emdeon with the reference note "EFT Enroll").

Step 3 - Start using Emdeon Payment Manager to Search, View, Download and Print ERAs
You may access Emdeon Payment Manager [online](#) to search, view and print your payment and remittance advice for participating Payers. To learn more you can also [view a quick tour of Emdeon Payment Manager](#).

Two yellow callout boxes with black arrows point to the links in the text:

- A yellow box with the text "Click here for Online Form" has an arrow pointing to the [online Enrollment Form](#) link.
- A yellow box with the text "Click here for Paper Form" has an arrow pointing to the [short registration form](#) link.

1. Complete Enrollment Form

Here you have 2 options:

1. The Online Enrollment Form
2. Short Registration Form

1. Online Enrollment Form is the same as the manual enrollment form except it is a signature form, no printing and faxing or emailing required. Simply e-sign and submit.

2. Short Registration Form/link will look like this:

[Home](#) | [Contact us](#)

EFT Registration

Only Emdeon's ePayment suite provides you single-enrollment access to the nation's leading healthcare payment network. Emdeon ePayment can dramatically reduce expenses, shorten the reimbursement cycle and streamline workflow through the broadest payer network in the market! Simple enrollment. Incredible benefits.

Please complete the following information and Emdeon will email you a welcome kit with instructions on next steps in the EFT enrollment process!

Organization Contact Information	Primary Contact Information
<p>*Tax ID (Numeric only. No letters or dashes)</p> <input type="text"/>	<p>*Same as Organization Contact Information?</p> <input type="checkbox"/> Yes
<p>(If you need to enroll multiple Tax IDs/facilities, please submit a separate request for each)</p>	<p>*EFT Contact Name</p> <input type="text"/>
<p>*Organization Name</p> <input type="text"/>	<p>*Email Address</p> <input type="text"/>
<p>*Contact Name</p> <input type="text"/>	<p>*Phone Number</p> <input type="text"/>
<p>*Email Address</p> <input type="text"/>	<p>*Street Address</p> <input type="text"/>
<p>*Phone Number</p> <input type="text"/>	<input type="text"/>
<p>*Street Address</p> <input type="text"/>	<p>*City</p> <input type="text"/>
<input type="text"/>	<p>*State *ZIP Code</p> <p>-- <input type="text"/></p>
<p>*City</p> <input type="text"/>	
<p>*State *ZIP Code</p> <p>-- <input type="text"/></p>	
<p>*Are you a billing service?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>*Do you use a billing service?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	

If you complete the Online Form, you will receive an email that looks like this containing a registration code and the PSR users guide attached in the email.

User Guide
Attached

EFT Registration Code
eftenrollment

Red Category

Sent: Thu 12/20/2012 2:50 PM
To: Neely,Lori

Message | 2012 Emdeon PSR User's Guide.pdf (646 KB)

Thank you for your interest in Emdeon ePayment!
By completing your enrollment, you can get claims payments from our participating payers directly deposited into your bank account! Plus, you'll also be able to download ERA files for up to 669 payers. Ready to get paid faster? Simply follow the steps below to complete your enrollment. Need a little help? Attached includes a reference guide with tips for using the online enrollment system. Or, you can call **866.506.2830**. We're here to help!

How to Complete Your Enrollment

1. Visit www.emdeon.com/eftsignup
2. Enter your Registration Code: **123456789** (This code is case sensitive)
3. Enter your Tax ID Number: ******** (Please enter your full Tax ID number when entering our online Enrollment system)
4. Complete the required fields including your account information and payment preferences
5. Print and fax the signature form to **615.238.9615**
6. Confirm the test deposit by calling **866.506.2830** or login to www.emdeon.com/eftsignup and enter the deposited amount on the Banking Information screen. Emdeon will initiate a small deposit (between \$ 0.01 and \$0.99) issued from "EFT Enroll Emdeon" in your designated bank account. It will take one to two business days for this test transaction to become visible in your account.

Thank you for selecting Emdeon ePayment!

 **EFT Enrollment**
EFT Support

3055 Lebanon Pike, Suite 1000
Nashville, TN 37214
Enrollment Questions: 866-506-2830 Option 1
EFT/Payment Manager Support: 866-506-2830 Option 2
Fax: 615-238-9615
eftenrollment@emdeon.com

After completing the enrollment form/setup through any one of the methods offered (e-sig, manual, or online) you will receive this email with the information for payment manager-the online tool used to retrieve the ERAs for the payers you have signed up to receive EFT for.

Emdeon EFT Enrollment - Test Deposit Verification
eftenrollment

Red Category

Sent: Thu 12/20/2012 2:51 PM
To: Neely,Lori

Document ID:
TaxId:

Thank you for enrolling in Emdeon ePayment to switch from paper to electronic claims payments!

Step 1 – Status: Complete!
Your enrollment form has been received and processed.

Step 2 – Please Confirm Deposit to Verify Account. Status: Pending
Emdeon has initiated a small deposit (between \$ 0.01 and \$0.99) issued from "EFT Enroll Emdeon" in your designated bank account. It will take one to two business days for this test transaction to become visible in your account. After the small deposit has entered the account you have three options to enable your bank account and complete your enrollment. You can send an email to eftenrollment@emdeon.com, call **866-506-2830** or log into the ePayment Self-Enrollment tool using the Username and Password that you created, and enter the amount on the Banking Information screen.

After you have contacted Emdeon to confirm receipt of your test deposit, your enrollment will be complete and your bank account will be ready to start receiving payments via direct deposit. This process can take up to ten days, so don't be alarmed if you still receive a check or two.

Search, View, Download and Print ERAs
Your enrollment with Emdeon ePayment automatically gives you FREE access to Emdeon Payment Manager, an online solution that equips providers with a set of self-service tools to easily search, view, print and download electronic remittance advice (ERA) from payers across the country in a human-readable format.

Emdeon Payment Manager Login Instructions

1. Visit <https://www.107.medi.com/Portal>
2. Your Username is TBD
3. Please call **866-506-2830 option 2** to receive your password

Emdeon EFT Payers
Please follow the link to view any of the Emdeon's EFT participating payers.
<http://www.emdeon.com/epayment/enrolledpayers/>

Questions? Concerns? Call **866-506-2830 and choose option 3.**

Sincerely,



**EFT Enrollment
EFT Support**
3055 Lebanon Pike, Suite 1000
Nashville, TN 37214
Enrollment Questions: 866-506-2830 Option 1
EFT/Payment Manager Support: 866-506-2830 Option 2
Fax: 615-239-9615
eftenrollment@emdeon.com

2. Confirm deposit to “verify account”

- Emdeon will deposit an amount between .01 and .99 into your bank account. You will either need to send an email to eftenrollment@emdeon.com, or call 866-506-2830 or log into the ePayment self-enrollment tool using the Username and Password that you created, and enter the amount on the Banking information screen to confirm the deposit. After you have contacted Emdeon to confirm receipt of the test deposit, your enrollment will be complete and your bank account will be ready to start receiving payments via direct deposit. EFT processing typically begins within 14 business days after set up is complete.

3. Set up Electronic Remittance Advice (835)

- After you have completed the entire enrollment process with Emdeon and they have moved you to Enrolled status, please email jlouth@cnichs.com to notify CNIC that you wish to be signed up for ERA. Once you have received a confirmation that ERA has been set up, you have completed the process!

4. Start Using Emdeon Payment Manager to Search, View, Download and Print ERAs.

- After completing the enrollment process with Emdeon, you will receive an email from Emdeon with the information for Payment Manager-the online tool used to retrieve the Electronic Remittance Advice (ERA). Located below is the link for the virtual tour of Payment Manager if you want to view prior to set up being complete:
<http://www.emdeon.com/support/demos/paymentmanager/>

EXHIBIT B

INSTRUCTIONS FOR PROVIDERS TO ENROLL WITH CNIC AS A PAYER

(Note: This step is only necessary for providers who enrolled in Emdeon EFT prior to January 1, 2015 but are not yet associated with CNIC Health Solutions Payer ID 37227. This step is not necessary for providers who enrolled for Emdeon EFT after January 1, 2015.)

You must be associated with CNIC Health Solutions Payer Id 37227 in the Emdeon system. If you are not, please go to: <http://www.emdeon.com/epayment/enrollment/EFTPCF.php> to add CNIC Health Solutions as a payer. The sign up screen will look like the following:

Please sign: EFT Payer Add Change Delete Authorization Form

Your signed form will be sent to Emdeon ePayment Emdeon ePayment

Instructions

- Go to <http://www.emdeon.com/epayment/enrolledpayers/> to view the list of Emdeon EFT participating payers and any requirements necessary to complete the below form.
- Please complete the form to add additional payers, delete payers or change current payers.
Note: Under Additional Information you must select an option before submitting this form
- Fax this form to 615.238.9615 or email to EFTEnrollment@emdeon.com.

Provider Information

Start

Provider Name		Email Address	
Street			
City		State/Province	
		Zip/Postal Code	
Telephone Number		Fax Number	
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)			

Provider Contact Information

Provider Contact Name		Email Address	
Telephone Number		Fax Number	

Additional Information

If you are not making a change to a Coventry set up please select N/A

Payer Name	Payer ID	Additional Requirements
25133	Coventry Health Care	Does the bank account below apply to all facilities/providers under this Tax ID? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If No, please specify the NPIs that should be set up for EFT

Change/Add/Delete Instructions

Payer ID	Payer Name	Change/Add/Delete	Provider ID/National Provider Identifier (NPI)	Bank Account # or Name of Account (Alias)
(e.g.) 61124	ABC Health Plan	Add	N/A	Dr. John Doe's Account

You need to **sign in 1 location(s)** and **fill in 19 mandatory field**

Click to

FAQs

1. Will provider EFT Enrollment with Emdeon/CNIC apply only to COst Assist claim payments?
 - No. By signing up for EFT with Emdeon/CNIC, providers will receive electronic EFT claim payments for all self-funded health plans that have selected CNIC Health Solutions as their TPA, as long as the underlying plan sponsor has signed up to fund EFT payments.

Additional Questions?

Please contact Emdeon

at

866.506.2830

if you have further questions

regarding

Electronic Payment Enrollment.