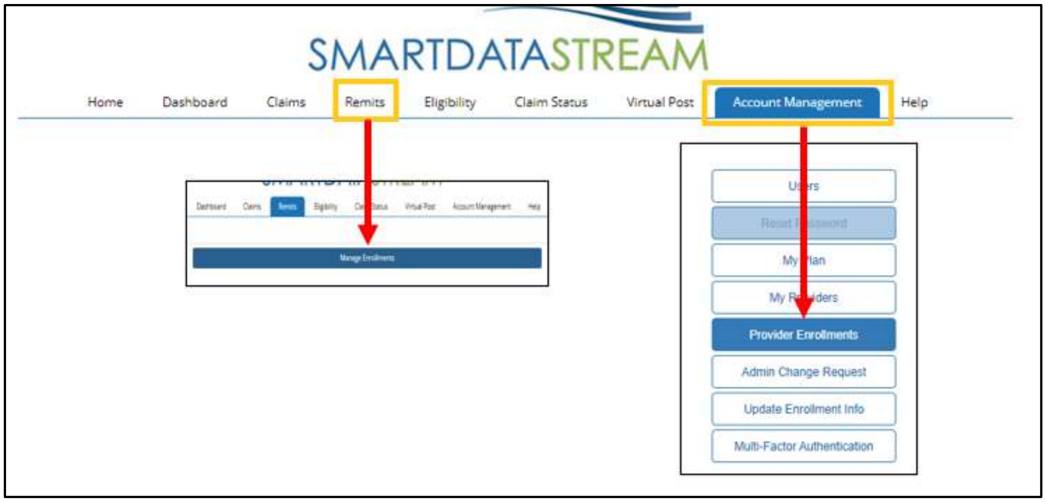
SMARTDATA SOLUTIONS
MAKING HEALTHCARE EFFICIENT WITH AUTOMATION

ERA Enrollment Adding and Deleting Payers

ERA Enrollments: Adding and Removing Providers.

Locating ERA Enrollment

Once a provider logs into their account, you have two ways to enter ERA Enrollments to add or remove payers. By clicking on the **Remits Tab** or the **Account Management Tab** you can access the provider enrollments screen. Under remits click on **Manage Enrollments**. Under Account Management click on **Provider Enrollments** on the left sidebar menu..



ERA Enrollment

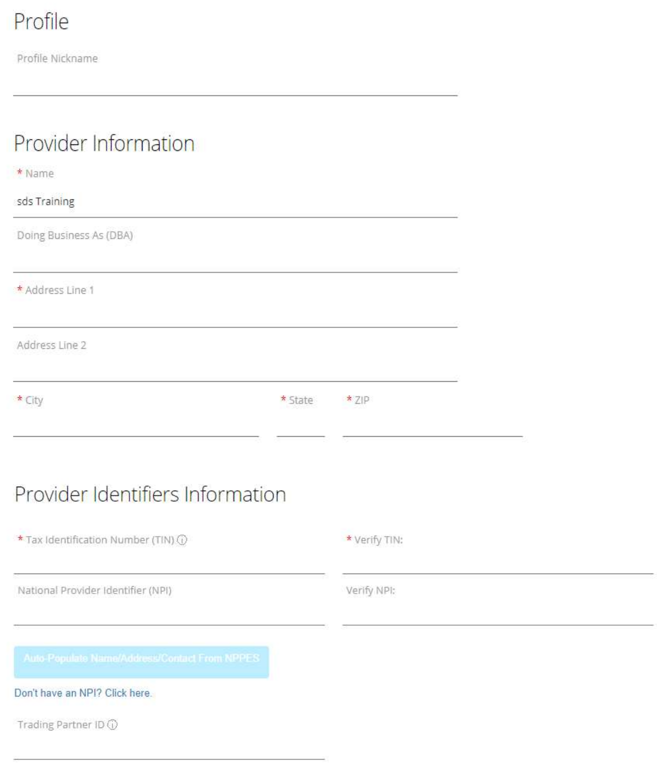
If you have not enrolled a provider TIN for ERA services before, you will be redirected to **Start Enrollment**.

Enrollment Form

Once you click on start enrollment, the enrollment form will populate for you to complete. (***You will need to complete an Enrollment form for each Provider TIN you would like to enroll on the account***).

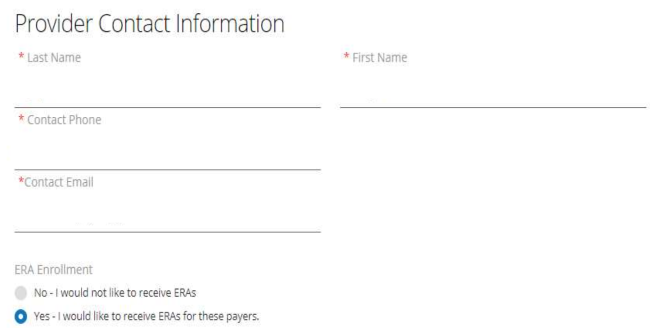
This section allows you to fill out provider demographics and identifiers.

Note: ***<u>we recommend only enrolling your TIN</u>*. This will allow the provider to receive all ERAs associated with that TIN regardless of the NPI that's present in them.**

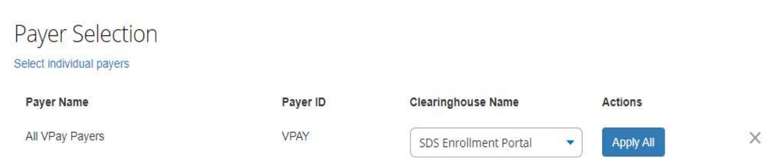


This section allows for contact information. The contact listed in the enrollment will receive any notifications regarding enrollment, including the receipt of new ERAs in the account if you have them set to stay in the SDS Enrollment Portal.

Make sure to set ERA Enrollment to:
I would like to receive ERA for these payers.

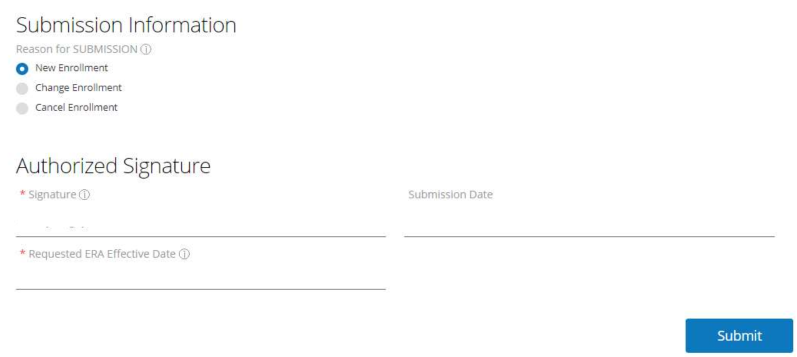


This section is where you add your payers. You will be able to direct your ERA to be retrieved by different clearinghouse. We will discuss this in more detail in the next slide.



Click new enrollment

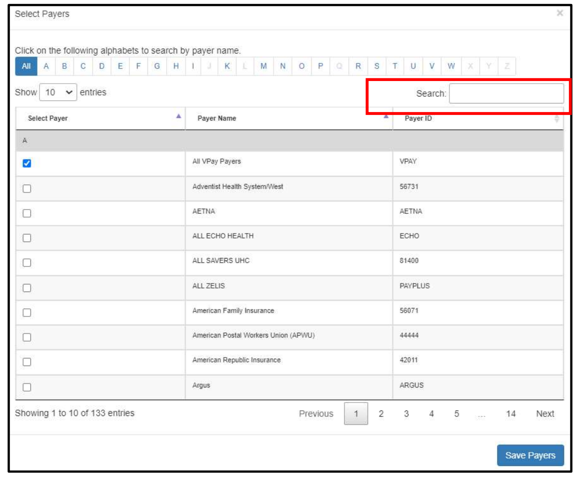
Type in your signature, submission date, requested ERA effective date and click submit. It takes an average of 3 days for an enrollment to become active. Claims Prior to the active enrollment you will not be able to receive ERA.



Adding Payers

To receive an ERA, you will need to add payers to your enrollment. Click on **select individual payers** hyper link under payer selection.

Upon clicking the link, the select payers page will populate. Here is where you can view and select/deselect payers by checking/unchecking the box that corresponds to each payer. If you'd like to keep the default All Payers, just select the first option. This will unselect any other options you previously had select as the system groups them all under All Payers. It is expected for the others to become unchecked, and you will still be enrolling for them.



Keep in mind some payers are plus plan only and you will need to purchase the plus plan if you are on the standard plan to access those payers. These payers will be grayed out and you will not be able to select it.

Note: You are also able to search for the payer with either the payer's name or payer ID in the search box located on the upper right side of the box.

Once you have chosen all or selected individual payers click save payers

The ERA enrollment process through SDS is available for select payers that directly utilize Smart Data Solutions' services. If you do not see the payer that you're looking for in the list of available payers, please contact us at 855-297-4436 opt 2 or stream.support@sdata.us

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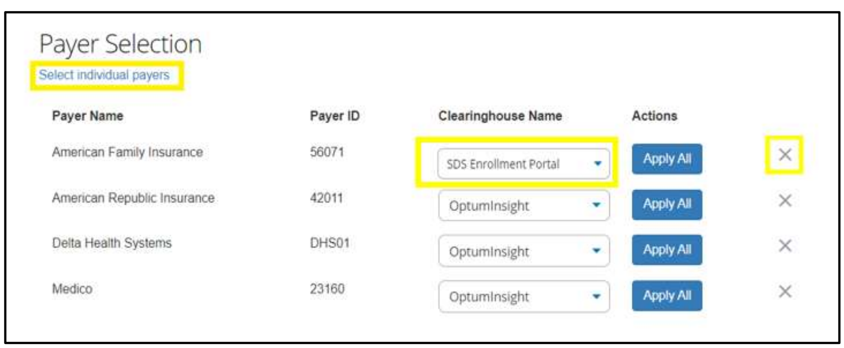
Back to the Enrollment form under payer selection here is where you will be able to select another clearinghouse to retrieve your ERA. The default clearinghouse is **SDS Enrollment Portal**. If left at the default, you will receive your ERA through your streaming portal account.

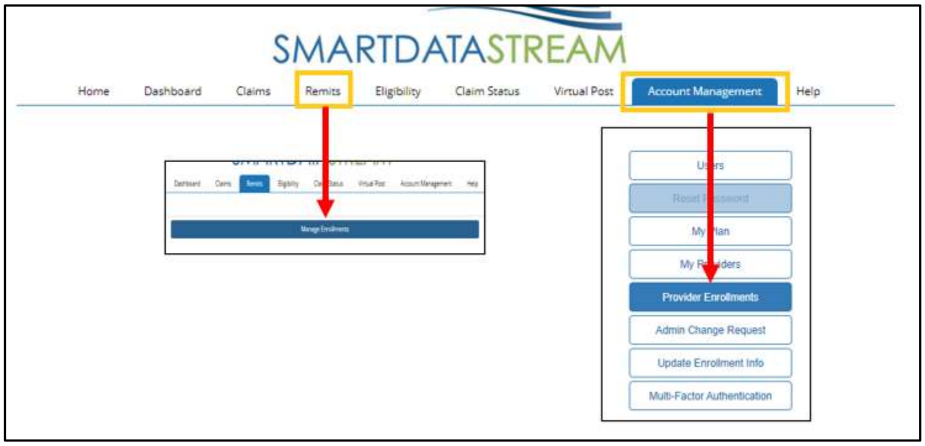
This section also allows you to delete payers by clicking the X.



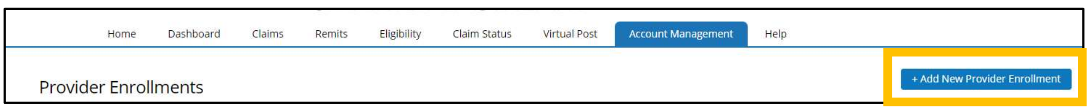
Note: if you are having issue with retrieving an ERA for a specific payer, here is a good place to see if the clearinghouse name is blank. You can pick a clearinghouse or delete it.

Adding a New Provider Enrollment to an Existing Account.

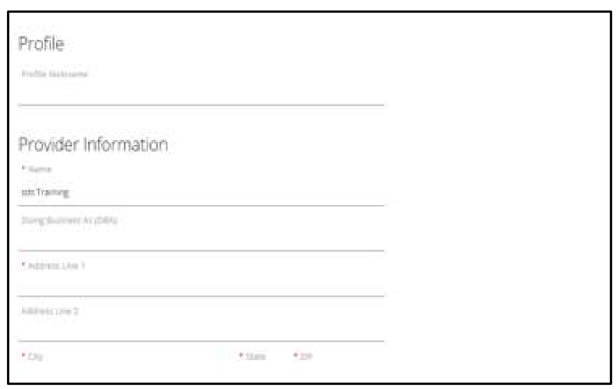
Under **Remits/manage enrollments** or **Account Management/Provider Enrollments** on the page sidebar you can add new payers to an existing enrollment.



Click on the **+Add New Provider Enrollment.**

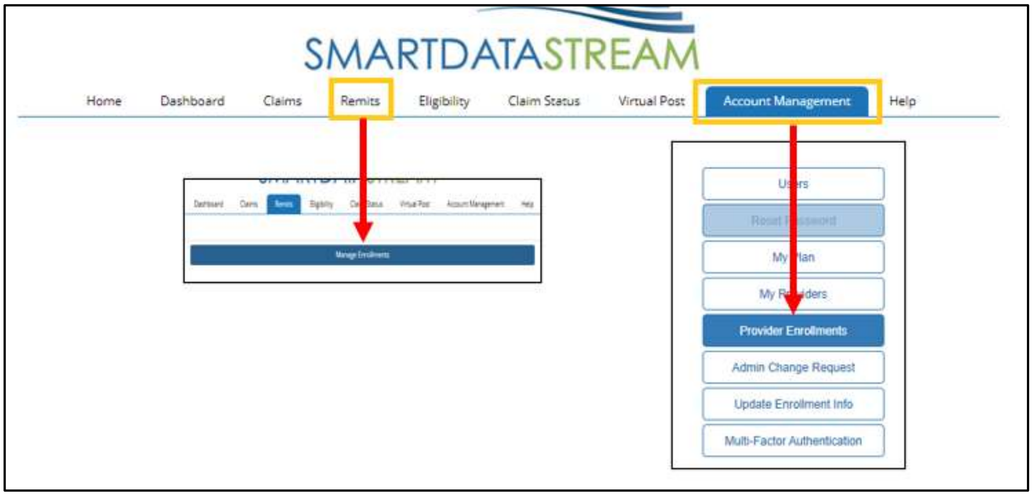


Fill out the full Enrollment form provider information and Identifier and submit. This is the same processes as the initial enrollment form.



Adding / Deleting a Payer to an Existing Enrollment

Under **Remits/manage enrollments** or **Account Management/Provider Enrollments** on the pagesidebar you can add new payers to an existing enrollment.



Once you have enrolled your providers for ERA services you can view all provider TINs that you have enrolled on the account on this page by line item. This will show the name, TIN. NPI (if applicable) and enrollment status.

Name	TIN	NPI	Enrollment Status	Actions
St. Elizabeth's Hospital	370663567		Complete	
HSHS GOOD SHEPHERD HOSPITAL INC	370512290		Complete	
HSHS Holy Family Hospital, Inc.	370792770		Complete	
ST. FRANCIS HOSPITAL	370661236		Complete	
HSHS MEDICAL GROUP FAM. MED.-	263956318		Complete	
Prairie Cardiovascular Consultants, LTD	371071858		Complete	

Click on the double arrow » to see if the payer is enrolled with the account under the action's hyper links. Once you click on the double arrows you can view the payer's name. payer ID, status, and the clearinghouse who retrieves the ERA.

The provider can enroll a new payer under the same enrollment by clicking the edit icon. The form is the same from the initial completed form.

The trash icon allows you to delete the entire ERA enrollment.

Once the deletion page populates click on confirm, there is no need to click the green approve button.

Show 10 entries Search:

Name	TIN	NPI	Enrollment Status	Actions
Affiliated Hospitalists, PLC	860958393	1265546261	Complete	

Payer Name	Payer ID	Status	Retrieval
Medico	23160	Enrolled	Optuminsight
American Family Insurance	56071	Enrolled	Optuminsight
American Republic Insurance	42011	Enrolled	Optuminsight
Delta Health Systems	DHS01	Enrolled	Optuminsight