

TRANSACTION ENROLLMENT INSTRUCTIONS

PAYER ID:	61101			
PAYER NAME:	HUMANA			
TRANSACTIONS:	☐Inst. Claim [Prof. Claim	☑ ERA ☐ Elig	ibility
Enter Provider Information (prin	nt or type)			
Provider/Organization Name				
Provider Tax ID			Provider/Group N	PI
Availity Customer ID		Provider Le	gacy ID (if available	e)
Provider Billing Address		l		
City			State	Zip
Authorized Name			Phone	
Email Address			1	

Online Enrollment Completed Date (if applicable)

Enrollment Instructions

Humana Portal through Availity Payer Spaces provides you with visibility to your current setups, allows you the ability to make changes, and check the status of the enrollment. Availity's access to Payer Spaces is limited to view only, therefore any changes must be made by the provider. Please keep in mind the turnaround time for Enrollment will vary depending on if EFT and ERA is necessary. Below are a few tips to assist you with the enrollment process.

- In order to receive ERAs through Availity, you must be receiving your EFT directlyfrom Humana.
- If you are receiving your payments via VCC (Virtual Credit Card) you must firstcontact ECHO at 1-888-483-6212 to opt out. You will then need to follow theinstructions attached to add EFT/ERA
- If you are receiving your payments via EFT due to registering with CAQH you mustfirst log into your CAQH account and cancel this request. You will then need to follow the instructions attached to add EFT/ERA
- If you are currently receiving your EFTs through Humana and have ERAs alreadysetup
 you will only need to CHANGE ERA retrieval method. Please note- if youmake any
 changes to the EFT it may delay the ERA approval time.

Things to remember when completing your Enrollment

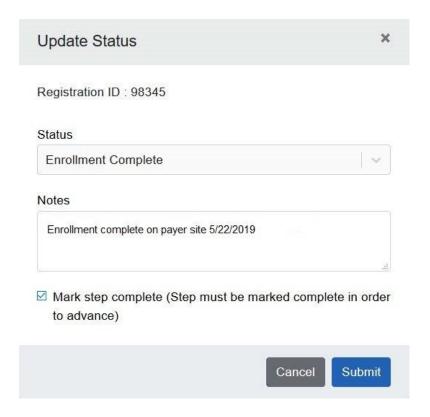
- 2 check verifications is required by Humana for validation purposes
- If you log into Payer Spaces and the ERA/EFT option is not available, you willneed to contact Availity at 800-282-4548 to have your access modified.

How to check enrollment status:

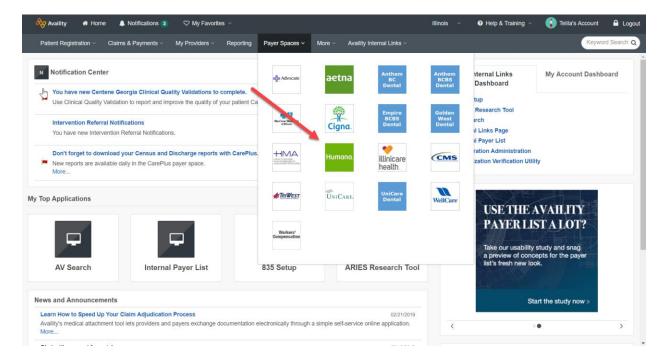
- Sign into the Availity Web Portal
- Select Payer Spaces, then Humana
- From the Application tab, select the ERA/EFT Enrollment app
- Search by tax ID, then search by the Request ID from the Confirmation page

Submission Instructions

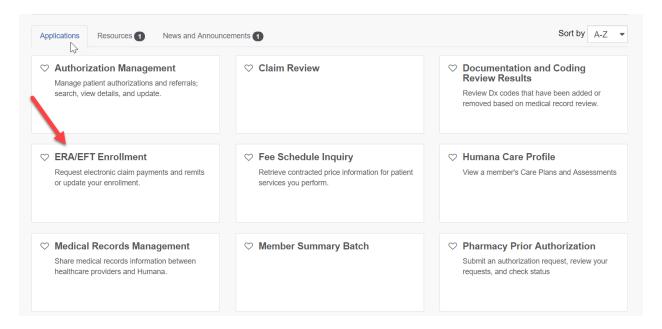
Once the Transaction is associated with Availity on the payer site you can update the enrollment status as Complete in the Availity Transaction Enrollment portal.



To begin enrollment log into your Availity account. Select the tab Payer Spaces, then click on the Humana icon



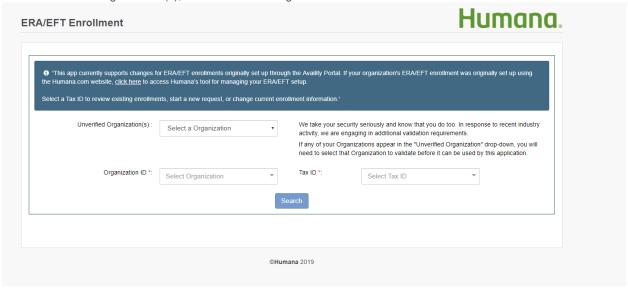
Select the tab Applications, then click on ERA/EFT Enrollment





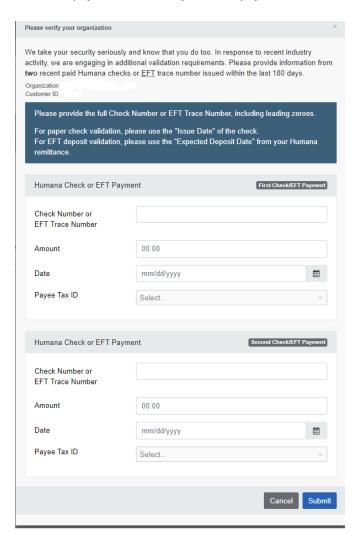
Note: If you have not been verified by Humana, then you will need to go through the verification process. Before you can begin ERA/EFT enrollment you will need to complete the following steps.

Select Unverified Organization(s), then click on the organization for ERA/EFT enrollment.

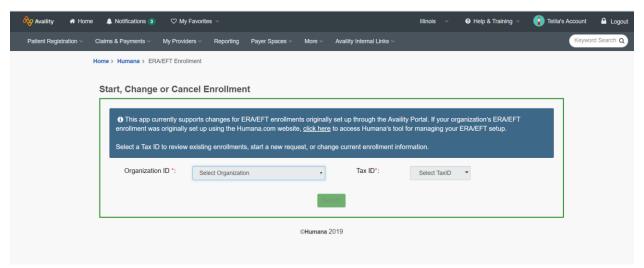


You will be required to provide 2 recent check/EFT payments.

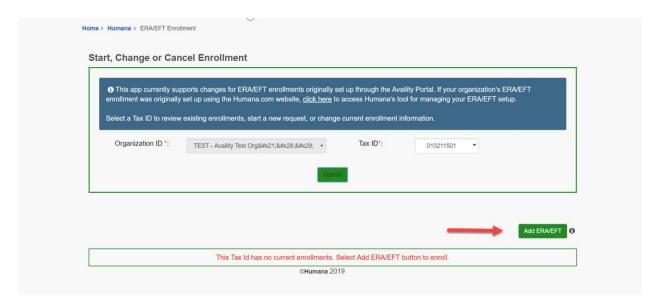
Note: The payment can be any 2 recent payments the selected organization has received from Humana.



Follow the instructions to Start, Change, or Cancel Enrollment

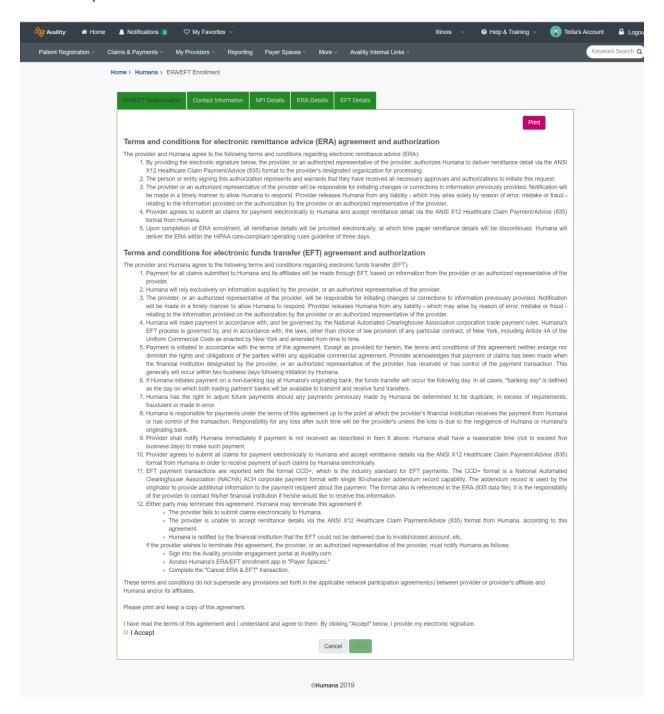


If the Tax ID is not linked to the Organization ID, you will have the option to add ERA/EFT



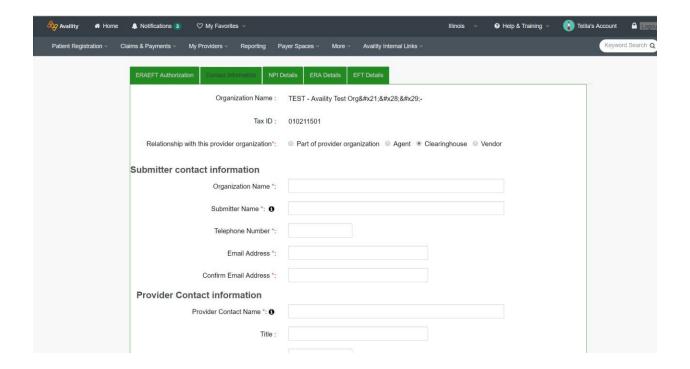


Accept the Terms and Conditions

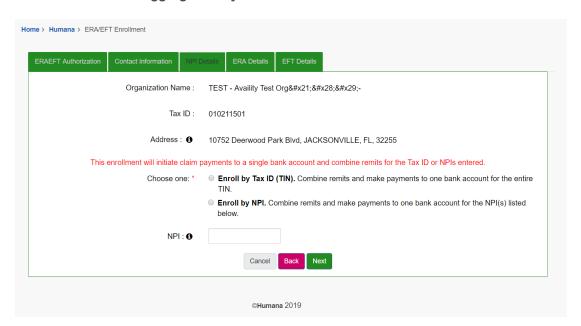




You will be directed to add the Submitter and Contact information

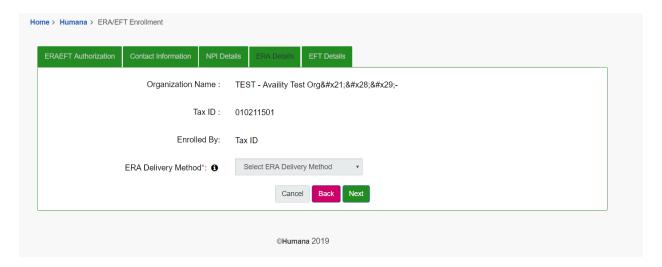


Please select aggregation by TIN or NPI





Select the ERA Delivery Method / Note: If Clearinghouse is chosen you will be directed to choose from a list of clearinghouses to receive your ERAs

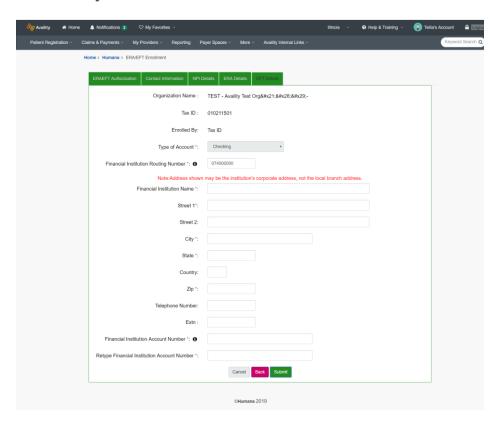


Next you will set up EFT payment

me > Humana > ERA/EFT Enrollment ERA/EFT Authorization Contact Information NPI D	etails ERA Details EFT Details
Organization Name :	TEST - Availity Test Org!()-
Tax ID :	010211501
Enrolled By:	Tax ID
Type of Account *:	Select type of account
Financial Institution Routing Number *: •	
	Cancel Back Submit
	© Humana 2019



Enter your EFT information



After you click Submit, you receive a confirmation page with a Request ID. Please keep a copy of this for your records, the Request ID will be required for status check.

