TRANSACTION ENROLLMENT INSTRUCTIONS

PAYER ID:

PAYER NAME:

TRANSACTIONS:
Inst. Claim   Prof. Claim   ERA   Eligibility

Enter Provider Information (print or type)		
Provider/Organization Name		
Provider Tax ID	Provider/Group NPI	
Availity Customer ID	Provider Legacy ID (if available)	
Provider Billing Address		
City	State	Zip
Authorized Name	Phone	
Email Address		
Online Enrollment Completed Date (if applicable)		

Enrollment Instructions

Follow instructions for on-line enrollment according to the attached payer specific documentation.

Mark this check-box to confirm you have completed the required enrollment process with the payer before submitting this form to Availity.

Submission Instructions

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

AVAILITY ENROLLMENT FORM

Enrollment Instructions

In order to enroll in ERA transactions for this payer, Payspan online enrollment must be completed. Follow the below outline to register with Payspan and route this payer's ERAs to Availity-RealMed.

1. **Register for Payspan**
   - Call 1-877-331-7154 and request your Unique Registration Code. The Registration Code is payer specific and is for one-time-use only.
   - Go to www.payspanhealth.com and click the **Register Now** button.
   - Enter your Registration Code, Provider ID Number (PIN) and Tax ID Number (TIN) in the boxes provided. Click the **Start Registration** button to begin the registration process.
   - Continue with the enrollment by entering and verifying your provider/organization information.

payspan.   EMPOWERING THE HEALTHCARE ECONOMY™

New Enrollment

Get Started ▸ Personal Info   Account Setup   Verify Your Info

Get Started

Welcome to PaySpan, where we are empowering the healthcare economy. PaySpan offers a solution that delivers electronic payments (ACH), electronic remittance advices (ERAs), analytics, and much more. This solution gives Providers access to remittance and claim details online, and straightforward reconciliation of payments to reduce costs and improve cash flow.

Choose one of the following options to begin your registration:

Already Registered?

National Provider Identifier (NPI)

Reg Code

What is a Reg Code?

Provider Federal Tax Identification Number (TIN) or Employer Indentification Number (EIN)

OR

Billing Zip Code (5 digits)

Submit   Submit

2. **EFT (OPTIONAL)**

- If you registered for electronic payments (optional), you will receive a deposit of less than one dollar from PaySpan within a few business days. Contact your financial institution to obtain the amount and add this to your PaySpan account.
    i. Log back into your PaySpan account
    ii. Click **Your Payments**
    iii. Click **Account Verification**
    iv. Enter the deposit amount. *The deposit does not need to be returned to PaySpan.

3. **Route 835s to AVAILITY-REALMED, a PaySpan Data Exchange Partner (DEP).**
    Follow these steps to create a PaySpan mailbox and route your 835s to Availity-RealMed.
    - Log into your PaySpan account.
    - Click **Your Payments.**
    - Click **Accounts** under the Manage Panel.
    - Click the **Account Name** you wish to create a mailbox for.
    - Click **Mailbox Settings**.
    - Click **Create Mailbox**, after a few seconds your mailbox ID will display.
    - Click **Close** button.
    - Go to **Edit Account** and click **Delivery Settings**.
    - In the 835 Recipient drop-down menu, select **<u>Availity-RealMed</u>** as the 835 data exchange partner you will be using.
    - Click **Save**.
    - Click **Close**.

For further PaySpan assistance, call their Provider Services Team at 1-877-331-7154

Note: PaySpan will not provide enrollment status checks to Third-Party vendors.

Questions: Contact PaySpan at 877-331-7154

Availity™