

ERA Enrollment Instructions

GHI - Emblem Health

Attention Providers:

To start receiving your GHI ERAs electronically through _____, you will need to follow the below instructions required by the payer. After you complete the online ERA Enrollment at the payer, please submit the **Electronic Remittance Advice (ERA) Authorization Agreement** to _____ using one of the below methods in order to complete the enrollment process.

Payer:	GHI
Payer ID:	13551
For Enrollment Questions:	Contact the _____ Enrollment Department at (800) _____ or Enrollment@_____
Online Enrollment Process	https://rad.pnc.com
Enrollment Application:	Electronic Remittance Advice (ERA) Authorization Agreement
Email or Fax Application to:	Enrollment@_____ Fax (800) _____
Online Enrollment Instructions:	<ul style="list-style-type: none"> • Select “Register for Portal and Online Payment Service.” • Once you have completed the registration process, on the Payees/EFT Tab, there is a link for ERA Management next to the bank account information. • Select “Create a new Clearinghouse or Direct (Vendor) Configuration” hyperlink. • Enter in the following information: • Clearinghouse name: DentalXChange • Clearinghouse Contact Name: Enrollment Department • Telephone Number: (800)576-6412, ext. 461 • Email address: Enrollment@dentalxchange.com • Provider TIN or NPI • Requested ERA effective date (choose a date at least 6 weeks out from date of submission)

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Approval Process and Timeframes:	ERA enrollment can take 4-6 weeks for processing. *May require additional testing time.
Special Instructions:	For training or non-urgent questions, please contact remit.advantage@pnc.com . For questions that require immediate attention, please call the PCS line at 1-877-597-5491.

Electronic Remittance Advice (ERA) Authorization Agreement

To start receiving your ERAs from the payer through _____ you will need to follow the instructions below. (* indicates required field)

A. Provider Information		
*Provider Name		
*Provider Address		
	Street	
City	State/Province	Zip Code/Postal Code
B. Provider Identifiers Information		
* Provider Identifier(s)		
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)		
National Provider Identifier (NPI)		
C. Electronic Remittance Advice Information		
*Preference for Aggregation of Remittance Data (e.g., Account Number Linkage to Provider Identifier)		
<input type="checkbox"/> Provider Tax Identification Number (TIN)		
<input type="checkbox"/> National Provider Identifier (NPI)		
D. Submission Information		
*Reason for Submission		
<input type="checkbox"/> New Enrollment	<input type="checkbox"/> Change Enrollment	<input type="checkbox"/> Cancel Enrollment

Authorized Signature

Electronic or Printed Signature of Person Submitting Enrollment

Title of Person Submitting Enrollment

Provider Instructions

Provider Information:

Provider Name - Complete legal name of institution, corporate entity, practice or individual provider

Provider Address

- **Street** - The number and street name where a person or organization can be found
- **City** - City associated with provider address field
- **State/Province** - ISO 3166-2 Two Character Code associated with the State/Province/Region of the applicable Country
- **Zip Code/Postal Code** - System of postal-zone codes (zip stands for "zone improvement plan") introduced in the U.S. in 1963 to improve mail delivery and exploit electronic reading and sorting capabilities
- **Country Code** - ISO-3166-1 Country Code

Provider Identifiers Information:

Provider Identifiers

- **Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)** - A Federal Tax Identification Number, also known as an Employer Identification Number (EIN), is used to identify a business entity
- **National Provider Identifier (NPI)** - A Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number for covered healthcare providers. Covered healthcare providers and all health plans and healthcare clearinghouses must use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about healthcare providers, such as the state in which they live or their medical specialty. The NPI must be used in lieu of legacy provider identifiers in the HIPAA standards transactions

Electronic Remittance Advice Information:

Preference for Aggregation of Remittance Data (e.g., Account Number Linkage to Provider Identifier) - Provider preference for grouping (bulking) claim payment remittance advice – must match preference for EFT payment

- **Provider Tax Identification Number (TIN)**
- **National Provider Identifier (NPI)**

Submission Information:

Reason for Submission:

- **New Enrollment**
- **Change Enrollment**
- **Cancel Enrollment**

Authorized Signature

The signature of an individual authorized by the provider or its agent to initiate, modify or terminate an enrollment. May be used with electronic and paper-based manual enrollment

- **Electronic Signature of Person Submitting Enrollment**
- **Written Signature of Person Submitting Enrollment** - A (usually cursive) rendering of a name unique to a particular person used as confirmation of authorization and identity
- **Printed Name of Person Submitting Enrollment** - The printed name of the person signing the form; may be used with electronic and paper-based manual enrollment
- **Printed Title of Person Submitting Enrollment** - The printed title of the person signing the form; may be used with electronic and paper-based manual enrollment