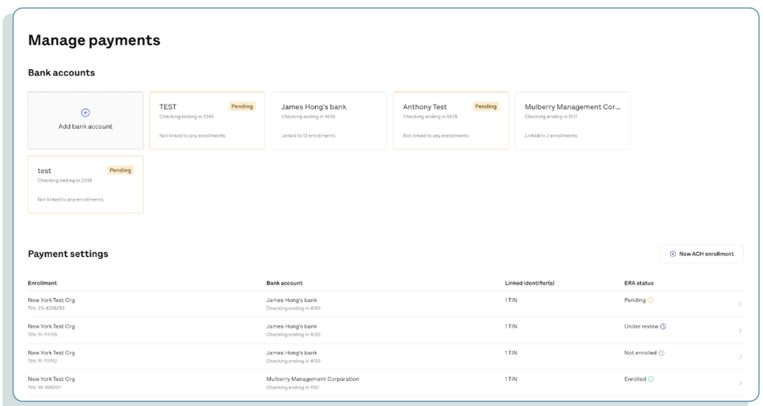
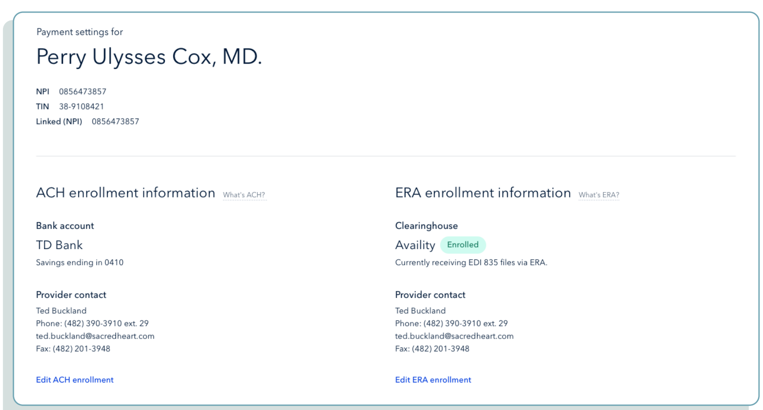
How to use 835 ERA Capabilities

To access the ERA Enrollment Form, navigate to the **Manage Payments** page in the portal, which can be accessed from the menu on the right hand side of your screen. Make sure to check our guide on setting up your ACH payments first. Double click on your bank account that has an ERA status of **not enrolled**. You will then see a status page with a button that allows you to enroll in ERA.

Reminder - You must complete ACH enrollment before beginning this process.

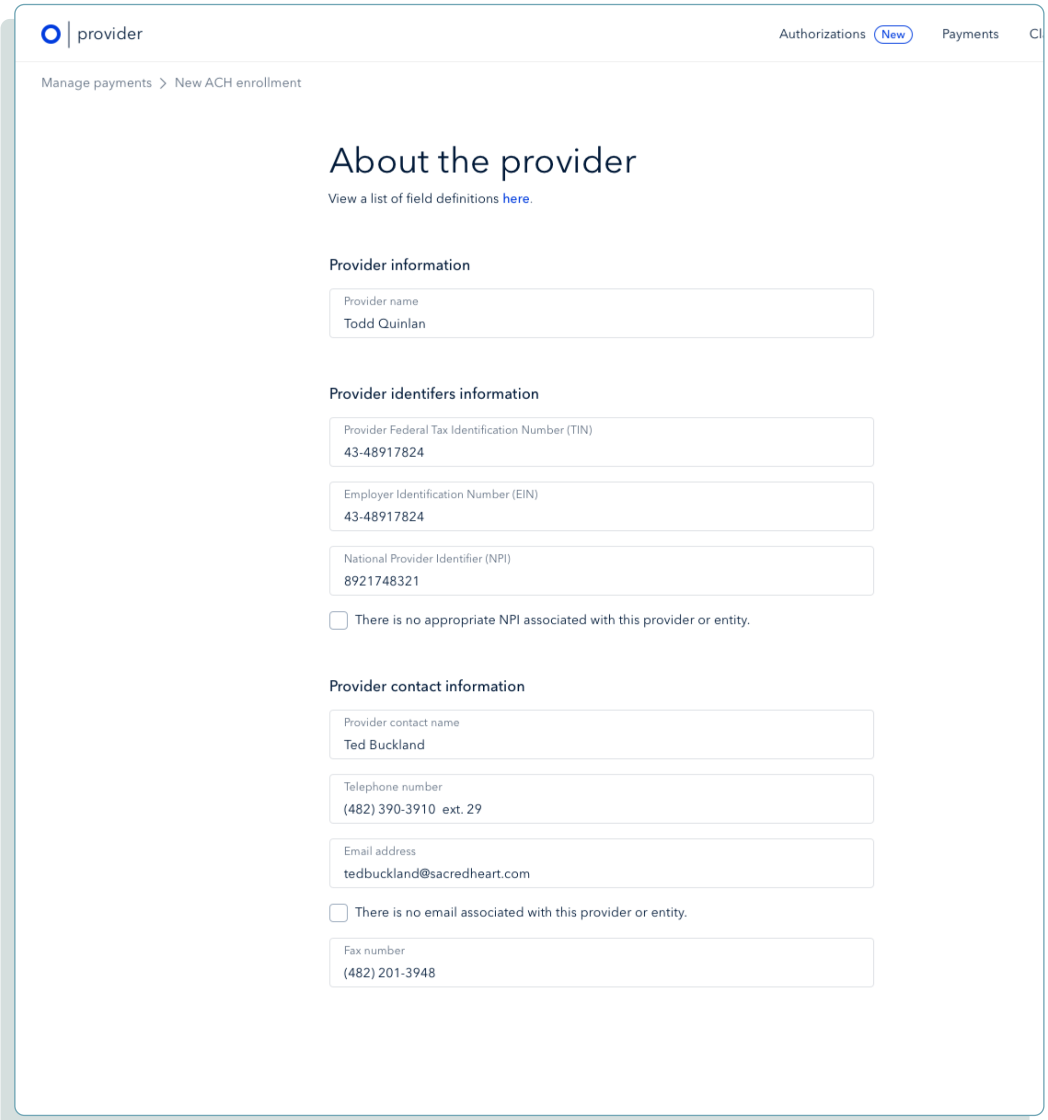




Learn more at hioscar.com/providers or call (855) 672-2755.

Step 1
Provider Contact Info

The form will be pre-populated with provider name, TIN, EIN, and NPI from the ACH enrollment form. Update the **Provider Contact** Information section with the appropriate information.



provider

Authorizations New | Payments | Cl

Manage payments > New ACH enrollment

About the provider

View a list of field definitions here.

Provider information

Provider name
Todd Quinlan

Provider identifers information

Provider Federal Tax Identification Number (TIN)
43-48917824

Employer Identification Number (EIN)
43-48917824

National Provider Identifier (NPI)
8921748321

☐ There is no appropriate NPI associated with this provider or entity.

Provider contact information

Provider contact name
Ted Buckland

Telephone number
(482) 390-3910 ext. 29

Email address
tedbuckland@sacredheart.com

☐ There is no email associated with this provider or entity.

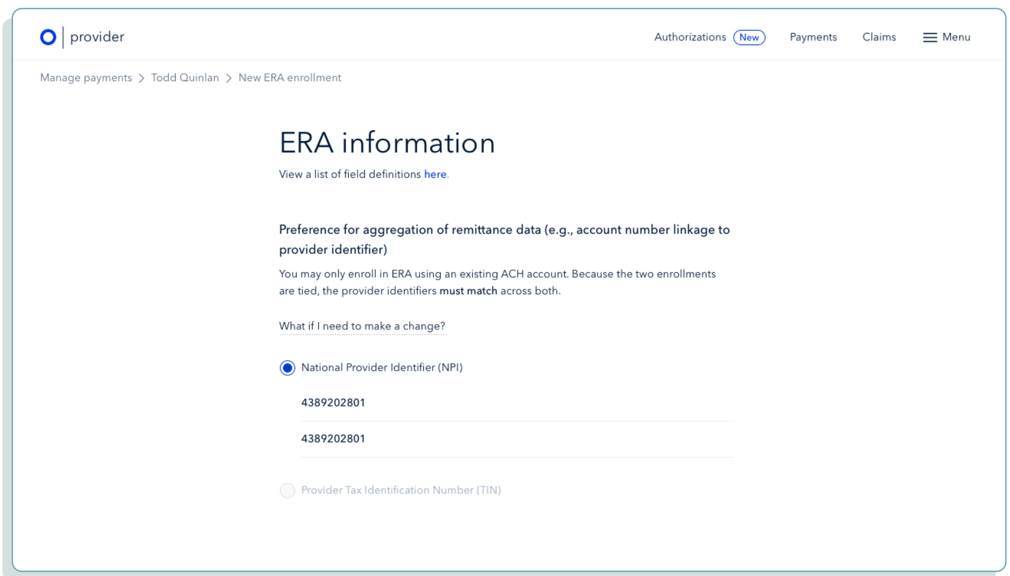
Fax number
(482) 201-3948

Step 2
Financial institution information

New

When enrolling in ERA, the preference for **aggregation of remittance data** will be pre-populated based on the ACH enrollment details for **account number linkage to provider identifier**.

Note: Once an ACH enrollment has a connected ERA enrollment, these TINs and NPIs cannot be changed. Users must add all TINs or NPIs to the ACH enrollment before enrolling in ERA. The alternative is to cancel both enrollments and start a new enrollment form.



To Edit/cancel: The user cannot make any edits to the **ERA information** page. The preference for **aggregation of remittance data** will be pre-populated based on the ACH enrollment details for **account number linkage to provider identifier**.

Step 3
Submission information

New

In the ERA enrollment form, the user must note the reason for form submission and provide an electronic signature. These are fields required by CAQH.

To Edit: When editing **submission information**, the user can choose to **change enrollment** or **cancel enrollment**. The user must also provide an updated signature to authorize the changes to the enrollment.

Step 4
Complete application

New

Once the user completes their ERA enrollment form, they must share the Change Healthcare enrollment form with their clearinghouse. Upon completion of this step, the user must return to the enrollment details page and complete their ERA enrollment.