



MVP HEALTH CARE  
835/ERA  
EDI Enrollment Form  
Attention: EDI Coordinator  
Toll-free: 877-461-4911  
Fax: 585-258-8071  
Email: [EDIServices@myphealthcare.com](mailto:EDIServices@myphealthcare.com)

This form is required to be completed for your office to receive an 835/ERA **ONLY** (this form is **NOT** for EFT or EFT enrollment). For assistance with registration for the EFT/ERA please contact PaySpan at 877-331-7154 and select option one.

All fields on the form must be filled in, in order for your 835/ERA set up to be completed.

Along with the blank EDI Enrollment Form below there is an EDI Enrollment Form with data element descriptions to help with completing the form.

Enrollment does take between 5-10 business days for completion. Once your enrollment is completed we will notify your clearinghouse and the Provider's Authorized Agent.

For question and or status regarding this form contact EDI Services at 1-877-461-4911, or by email at [EDIServices@myphealthcare.com](mailto:EDIServices@myphealthcare.com).



EDI Enrollment Form  
**DATA ELEMENT DESCRIPTIONS**

**Provider Information**

Provider Name	Complete legal name of institution, corporate entity, practice or individual provider
Doing Business As Name (DBA)	A legal term used in the United States meaning that the trade name, or fictitious business name, under which the business or operation is conducted and presented to the world is not the legal name of the legal person (or persons) who actually own it and are responsible for it
<b>Provider Address</b>	
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



**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
Payee ID (Located at the top of your paper remittance)	Number assigned by MVP Health care it can be located at the top of your paper remittance.

**Provider Contact Information**

Provider Contact Name	Name of a contact in provider office for handling ERA issues
Telephone Number	Associated with contact person
Email Address	An electronic mail address at which the health plan might contact the provider



Provider Agent Name	
Street	The number and street name where a person or organization can be found
City	City associated with 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
Provider Agent Contact Name	Name of a contact in agent office for handling ERA issues
Telephone Number	
Email Address	An electronic mail address at which the health plan might contact the provider

**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)	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
Method of Retrieval	The method in which the provider will receive the ERA from the health plan (e.g., download from health plan website, clearinghouse, etc.)



**Electronic Remittance Advice clearinghouse Information**

Clearinghouse Name	Official name of the provider's clearinghouse
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**Electronic Remittance Advice Vendor Information**

Vendor Name	Official name of the provider's vendor
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**Submission Information**

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



## EDI Enrollment Form

### **Provider Information**

Provider Name	
Doing Business As Name (DBA)	
Provider Address	
Street	
City	
State/Province	
Zip Code/Postal Code	

### **Provider Identifiers Information**

Provider Identifiers	
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)	
National Provider Identifier (NPI)	
Payee ID (located on top of your paper remittance)	

### **Provider Contact Information**

Provider Contact Name	
Telephone Number	
Email Address	

### **Provider Agent Information**

Provider Agent Name	
Street	
City	
State/Province	
Zip Code/Postal Code	
Provider Agent Contact Name	



Telephone Number	
Email Address	

**Electronic Remittance Advice Information**

Preference for Aggregation of Remittance Data (e.g., Account Number Linkage to Provider Identifier)	
Provider Tax Identification Number (TIN)	
National Provider Identifier (NPI)	
Method of Retrieval	

**Electronic Remittance Advice clearinghouse Information**

Clearinghouse Name	
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**Electronic Remittance Advice Vendor Information**

Vendor Name	
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**Submission Information**

New Enrollment	
Change Enrollment	
Cancel Enrollment	

**Authorized Signature:** \_\_\_\_\_