TPA AFH ERA/835 Enrollment Guide

This guide explains how Adult Family Homes can sign up for Electronic Remittance Advice (ERA) also known as 835 transactions. Electronic Remittance Advice (ERA) is the digital version of the payment statement (Explanation of Payment/EOP) that the MCO or HCA sends after they finish processing your claim.

Click the link for the topic you would like to view:

Logging in

ERA (835) Enrollment in the CHPS Portal

ERA (835) Enrollment with the MCOs/HCA

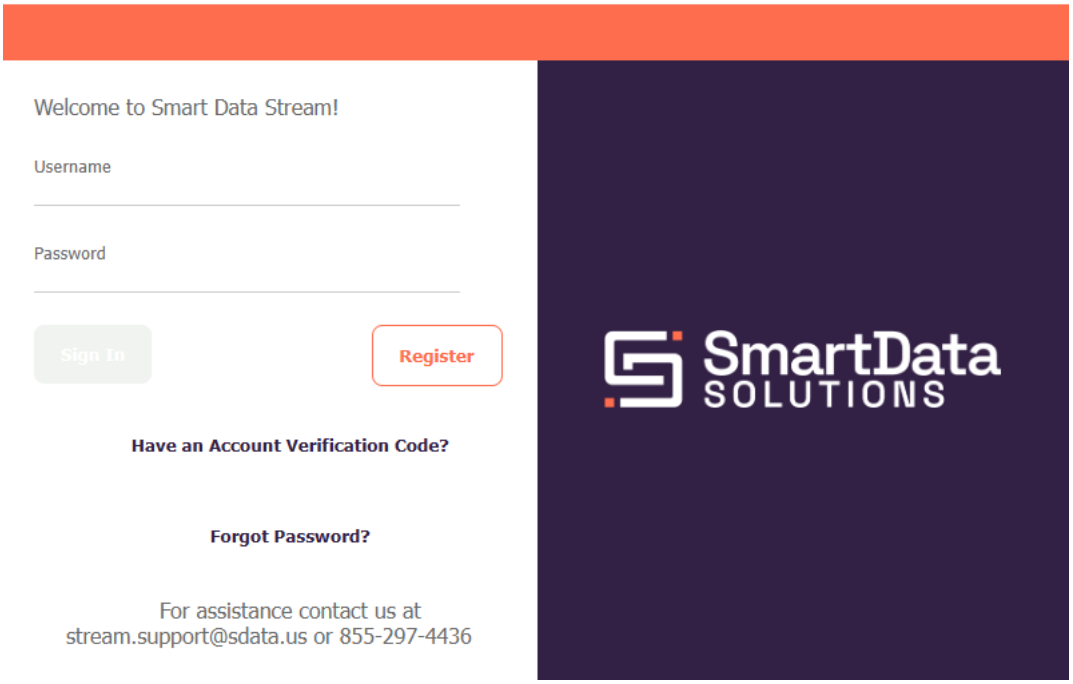
- Community Health Plan of Washington (CHPW)
- Coordinated Care of Washington (CCW)
- Molina
- United Healthcare (UHC)
- Wellpoint
- Washington State Health Care Authority (HCA)

Viewing the ERA in the CHPS Portal

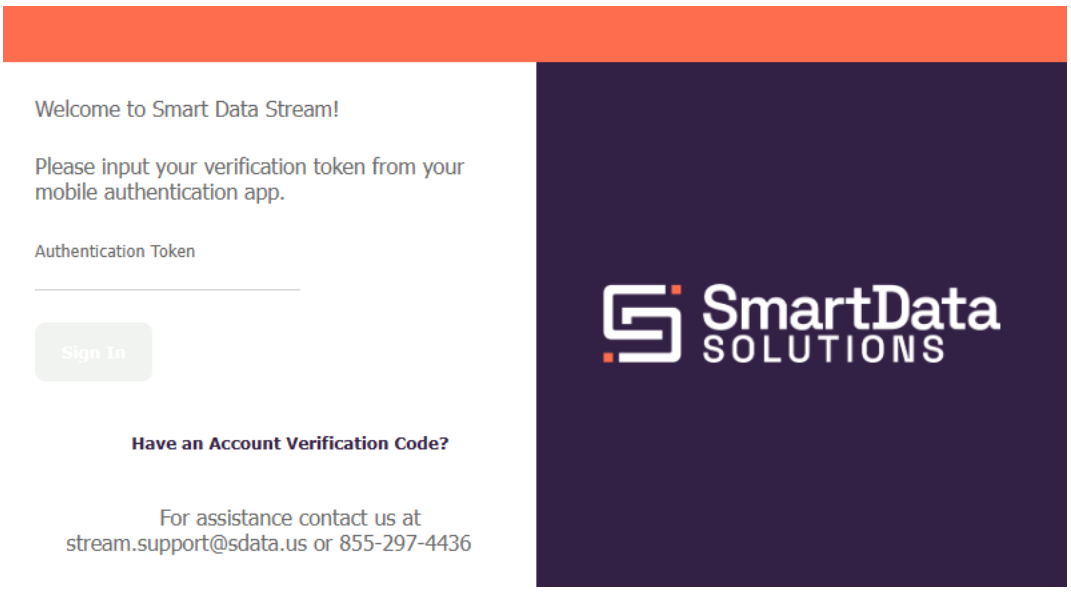
Help

Logging In

Once you have created an account, log in here: **CHPS Portal Login**. The CHPS TPA Clearinghouse is powered by SDS (Smart Data Solutions/Smart Data Stream). Enter your username and password:



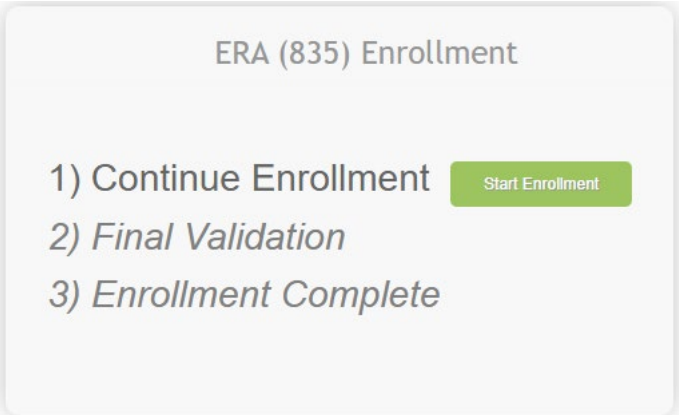
Enter the authentication token from your mobile authentication app or email, whichever you selected at enrollment:



Community Health Partnership Services

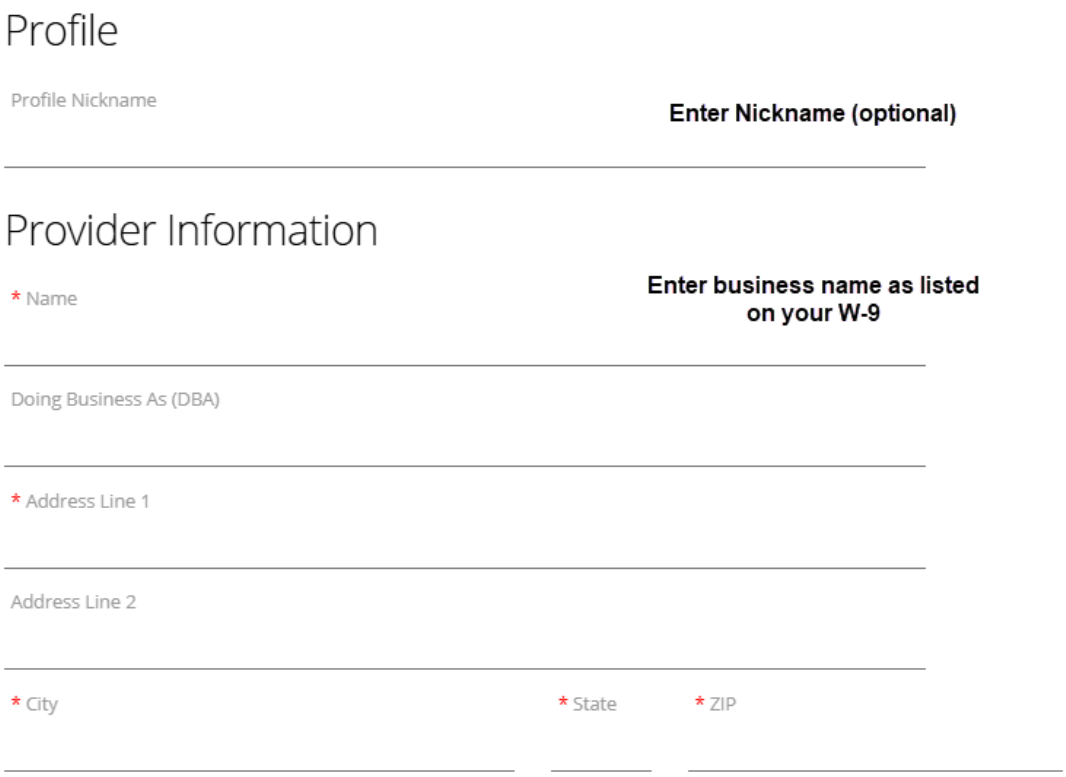
ERA (835) Enrollment in the CHPS Portal

This step is completed to receive the file in the CHPS system. The ERA enrollment is found on the Home page when logging into the CHPS Portal:



To begin, click on Start Enrollment.

Complete the form (all fields with a red asterisk * are required)



Community Health Partnership Services

Provider Identifiers Information

* Tax Identification Number (TIN) ⓘ — **Enter TIN**

* Verify TIN: — **Re-enter TIN**

National Provider Identifier (NPI) — **Enter NPI (begins with a 1 or 2)**

Verify NPI: — **Re-enter NPI (begins with a 1 or 2)**

Auto-Populate Name/Address/Contact From NPPES

Don't have an NPI? Click here. **If you have an API that begins with 5, click on the link to enter the API**

Trading Partner ID ⓘ

Enter your Alternate Provider ID, such as UMPI.

Alternate Provider ID ⓘ — **Enter API**

Verify Alternate Provider ID — **Enter API**

Provider Contact Information

* Last Name

* First Name

* Contact Phone

*Contact Email

ERA Enrollment

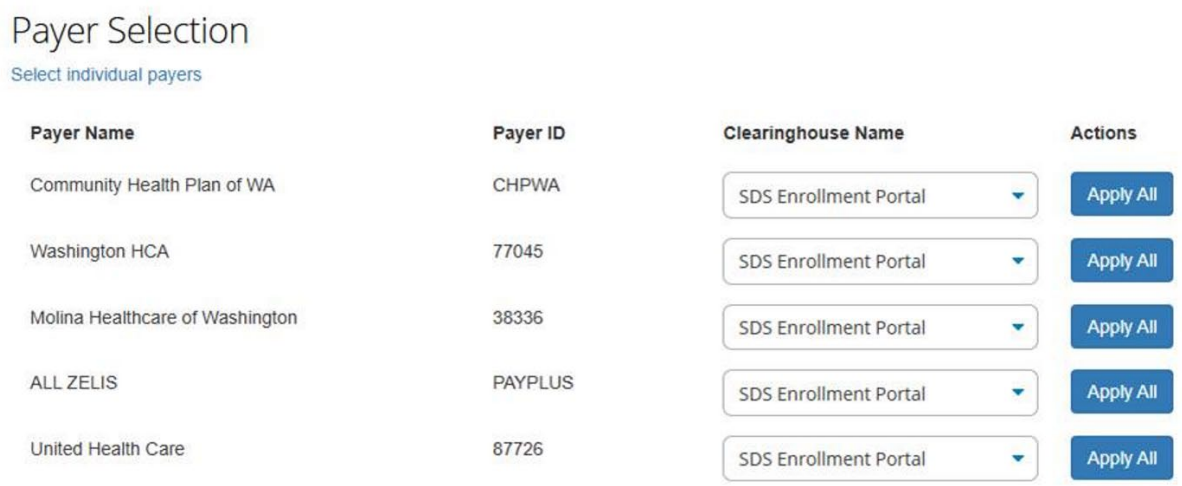
- No - I would not like to receive ERAs
- Yes - I would like to receive ERAs for these payers.

Payer Selection

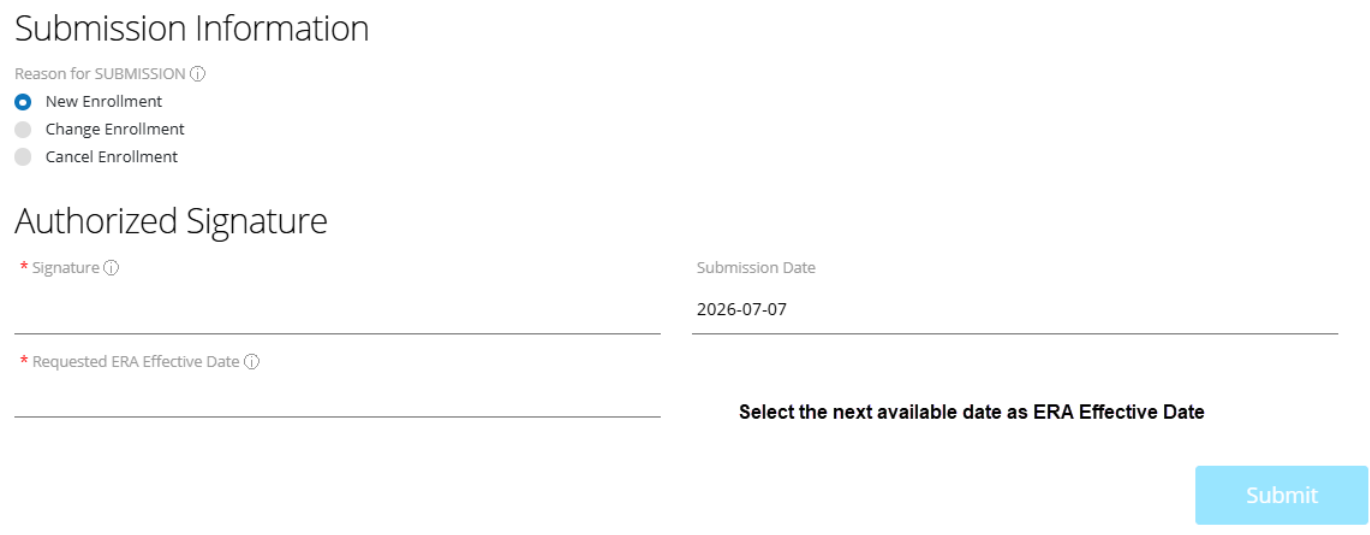
Select individual payers

Click the link Select individual payers and choose the Managed Care Organizations that you are billing (see table below).

Payer Name	Payer ID
All Zelis (this includes Coordinated Care and Wellpoint)	PAYPLUS
CHPW	CHPWA
Molina	38336
UHC	87726
Washington HCA	77045



Once all the fields have been completed, click on Submit



Community Health Partnership Services

ERA (835) Enrollment with the MCOs/HCA

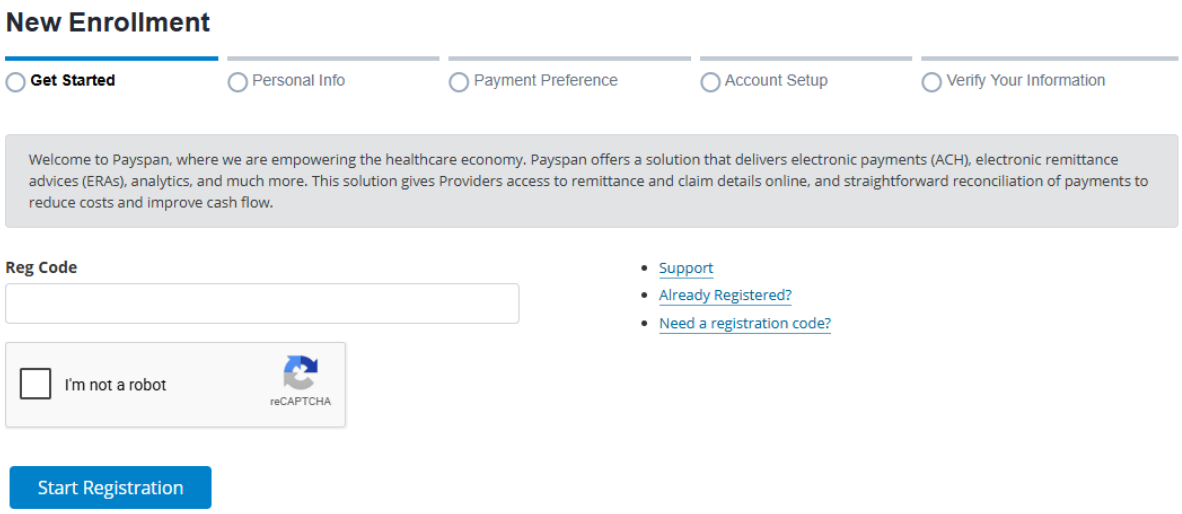
This step is completed to request that the file be sent to the CHPS system. Please review and complete the required steps for each payer that you would like to receive ERA (835) files from.

Community Health Plan of Washington (CHPW)

- No additional action is required for receiving ERA from CHPW. You only need to complete the steps to enroll in the CHPS portal.

Coordinated Care of Washington (CCW)

- Register with payspan. Click here for comprehensive instructions.
- Request a registration code by clicking on Need a registration code? and completing the form.
-



- To request assistance registering or setting up ERA, contact 877-331-7154 or providersupport@payspanhealth.com.

Molina

- Sign up with ECHO Health (if you have already signed up you can log in to your existing account). Click here for comprehensive instructions.
- Click here for written instructions (See Section 8 for ERA Clearinghouse Information). Enter the following:
  - Clearinghouse Name: **SDS**
  - Clearinghouse Contact Name: **CHPS AFH Claims & Billing**
  - Clearinghouse Telephone Number: **800-709-9901**
  - Clearinghouse Email Address: **chps_tpa_ta@chpw.org**
- To request assistance registering or setting up ERA, contact ECHO at 440-835-3511 or edi@echohealthinc.com.

United Healthcare (UHC)

Provider with an Atypical Provider Identifier (API)

- Complete the Optum Atypical Provider Form and send to stream.enrollment@sdata.us, krekowski@sdata.us and cc: chps_tpa_ta@chpw.org.

Provider with a National Provider Identifier (NPI)

- Complete the UHC Enrollment Spreadsheet and send to stream.enrollment@sdata.us, krekowski@sdata.us and cc: chps_tpa_ta@chpw.org.

Wellpoint

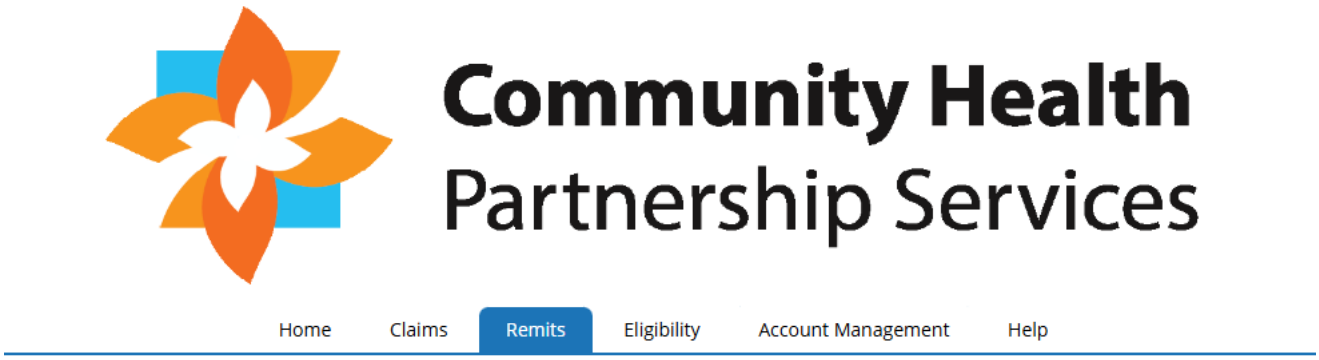
- Use Availity to register and manage ERA account changes with these easy steps:
  - Log in to **Availity**
  - Select **My Providers** > **Enrollment Center** > **ERA Enrollment**
- If you have any questions, please contact Availity Client Services at 800-AVAILITY (800-282-4548) Monday to Friday 8 a.m. to 8 p.m. (EST).

Washington State Health Care Authority (HCA)

- Complete the HCA Billing Agent Clearinghouse (BACH) Setup.
- Follow the step-by-step instructions from HCA by clicking here for the Billing Agent Clearinghouse setup guide.
- Use this ID as the domain: **2347435**
- Select the following transactions:
    - 271 Eligibility Response
    - 277 Claim Status Response
    - 277U Unsolicited Claims Status Response
    - 835 Healthcare Claim Payment Advice

Viewing the ERA in the CHPS Portal

In the CHPS portal, navigate to the Remits tab.



Once in Remits, click on Payments to view payments and Remits to review the remittance advice.

Community Health Partnership Services

Remits

View and manage remits from the past 90 days. Upload a new remit, view remit files , or manage your enrollments by using the button(s) below. Use the search box to search for specific remits or use the filters to view remits for specific Payers and/or Patients.

By clicking the Download Report link under Payments, you can download a payment report that is restricted to your filtered search results. If no filters are selected, the report will download the payment information from the last 30 days.

Payments | Remits

Help

If you need assistance or have any questions, please reach out to our team at chps_tpa_ta@chpw.org or 800-709-9901.