

Emdeon Enrollment – First Steps

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Getting Ready to Enroll

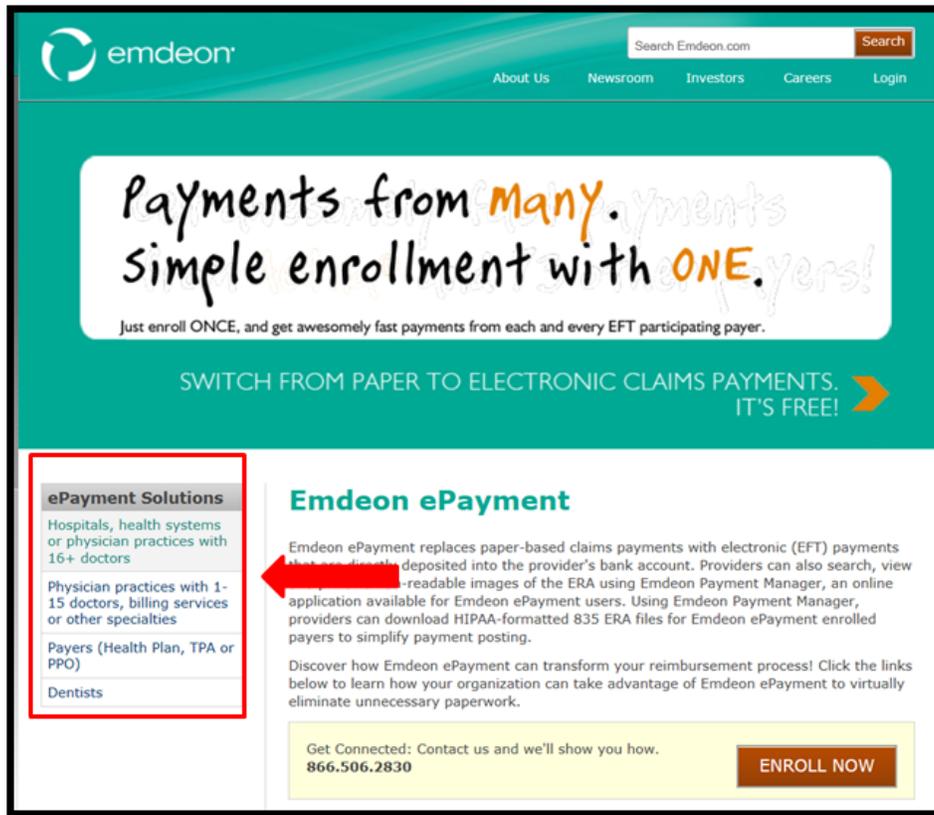
- Have the Emdeon ePayment Provider Self-Enrollment User’s Guide 2013 handy for signing up (we have provided it, but it will also come in an email after you take some initial enrollment steps).
- Have your Tax ID and NPI number(s) handy - It is important to keep in mind that **you must enroll all NPIs for which portions of your EFTs will be allocated**. For more information on how to enroll all of the NPIs that will need EFT distribution, please refer to page 8 in the Emdeon EFT Enrollment User’s Guide 2013.
- Have your organization’s bank account and routing numbers.
- Disable any pop-up blockers on your internet browser.

Enrolling with Emdeon

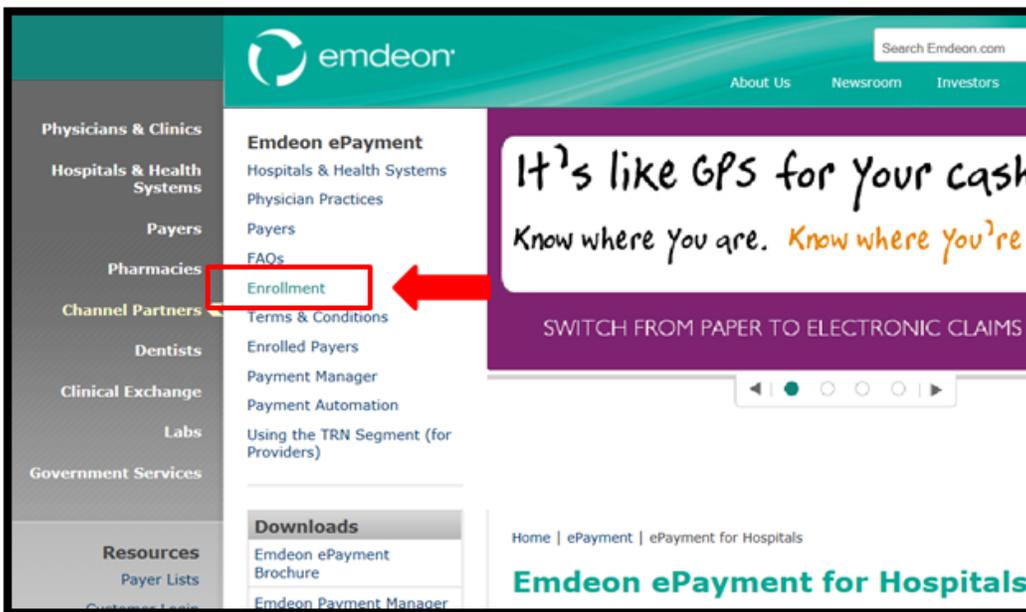
Access Emdeon’s Website and Complete the Initial Registration Form

The first step in the enrollment process is to visit Emdeon’s website (www.emdeon.com/epayment) and complete the initial registration form.

1. In the ePayment Solutions menu on the left, choose the option that best describes your organization.



2. Click the Enrollment link in the Emdeon ePayment menu.



3. Select an enrollment option. Option 1 is aimed at very small provider organizations. Most providers should choose Option 2, which is the path these instructions follow.

Emdeon ePayment Enrollment

Providers can switch from paper to electronic payments by enrolling in Emdeon ePayment in three easy steps! If you have questions about the enrollment process, please call **866.506.2830** and select option 1.

Step 1 - Initiate Enrollment

You have two options for enrolling online. The Emdeon ePayment Enrollment Form below offers a basic enrollment configuration and is recommended for smaller physician practices. For larger organizations that need more enrollment options and support for a wide variety of payers, we also offer an Emdeon ePayment Enrollment Wizard.

Option 1

Emdeon ePayment Enrollment Form

To make enrollment a snap, open the [online Enrollment Form](#) which includes form fields enabling you to complete the form online, insert your digital signature and Click to eSign. Your completed enrollment information will automatically be transmitted securely to Emdeon via Adobe EchoSign and encrypted with full AES 256-bit SSL security.



Smaller Providers can choose the Option 1. **Most providers should choose the Option 2.**

Option 2

Emdeon ePayment Enrollment Wizard

To get started, simply complete a [short registration form](#). After your information is verified, you will receive an email with your username, password and instructions for completing your enrollment using the Emdeon ePayment Enrollment Wizard.

To expedite your enrollment, we recommend you submit your enrollment online. Or, you can simply download, print and mail your completed [Emdeon ePayment Enrollment Form](#) to the following address:

Emdeon Electronic Payment Service Enrollment Request
P.O. Box 148850

4. Fill out the initial EFT Registration form and submit it. After submitting your form, you will receive an email from Emdeon.

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EFT Registration

Only Emdeon's ePayment suite provides you single-enrollment access to the nation's leading healthcare payment network. Emdeon ePayment can dramatically reduce expenses, shorten the reimbursement cycle and streamline workflow through the broadest payer network in the market! Simple enrollment. Incredible benefits.

Please complete the following information and Emdeon will email you a welcome kit with instructions on next steps in the EFT enrollment process!

<p>Organization Contact Information</p> <p>*Tax ID (Numeric only. No letters or dashes)</p> <input type="text"/> <small>(If you need to enroll multiple Tax IDs/facilities, please submit a separate request for each)</small> <p>*Organization Name</p> <input type="text"/> <p>*Contact Name</p> <input type="text"/> <p>*Email Address</p> <input type="text"/> <p>*Phone Number</p> <input type="text"/>	<p>Primary Contact Information</p> <p>*Same as Organization Contact Information?</p> <input type="checkbox"/> Yes <p>*EFT Contact Name</p> <input type="text"/> <p>*Email Address</p> <input type="text"/> <p>*Phone Number</p> <input type="text"/> <p>*Street Address</p> <input type="text"/> <input type="text"/>
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Retrieve Your Emdeon Registration Code from Your Email

1. Check your email for your EFT Registration email from Emdeon. It may take several minutes for the email to arrive.
2. Follow the instructions in the email and in the attached User's Guide to complete your enrollment. You will need to use the registration code that is included in the email. *Don't forget to disable your pop-up blocker!*

From: [Redacted]
 To: [Redacted]
 Cc: [Redacted]
 Bcc: [Redacted]

Subject: EFT Registration Code-Example

Attached: [2012 Emdeon PSR User's Guide \(7\).pdf \(646 KB\)](#)

By completing your enrollment, you can get claims payments from our participating payers directly deposited into your bank account! Plus, you'll also be able to download ERA files for up to 669 payers. Ready to get paid faster? Simply follow the steps below to complete your enrollment. Need a little help? Attached includes a reference guide with tips for using the online enrollment system. Or, you can call 866.506.2830. We're here to help!

How to Complete Your Enrollment

1. Visit www.emdeon.com/eftsignup
2. Enter your Registration Code: (This code is case sensitive)
3. Enter your Tax ID Number: (Please enter your Full Tax ID number when entering our online Enrollment system)
4. Complete the required fields including your account information and payment preferences
5. Print and fax the signature form to 615.238.9615
6. Confirm the test deposit by calling 866.506.2830 or login to www.emdeon.com/eftsignup and enter the deposited amount on the Banking Information screen. Emdeon will initiate a small deposit (between \$ 0.01 and \$0.99) issued from "EFT Enroll Emdeon" in your designated bank account. It will take one to two business days for this test transaction to become visible in your account.

Thank you for selecting Emdeon ePayment!