



PROVIDER QUICK TIPS

#71

**THE DEPARTMENT OF HUMAN SERVICES (DHS)
ENCOURAGES PROVIDERS TO GO ELECTRONIC AND
SUPPORT THE *GO GREEN* INITIATIVE!**

You can STOP receiving Paper Bulletins!

Would you like to reduce some of the bulky paper files in your office?

Receiving Medical Assistance Bulletins (MABs) via email will not only effectively reduce paper, it will also make the storage and research of MABs easier and more efficient.

- ✓ Access the Provider main page of **PROMISe™** at <http://promise.dpw.state.pa.us>. It provides links to the online provider services menu, including ePEAP (Provider Enrollment Automation Project).
- ✓ Click the **Manage Bulletins/Remittance Advice** link in the ePEAP menu.
- ✓ Select **“Email”** as the bulletin delivery method.
- ✓ Enter your email address
- ✓ When finished with your changes, please click the **“Save”** button to complete your request.

Providers who currently receive MABs have the option of receiving notifications of new MABs via email. The notification contains a hyperlink to view the bulletins on the DHS website instead of receiving printed copies via postal mail.

Please note: *Providers who are fee assigned to a group do not receive bulletins. The bulletin is mailed to the group. If you are not currently receiving bulletins but would like to (and are not fee assigned to a group,) please contact Provider Enrollment at 1-800-537-8862.*

You can STOP Receiving Paper Remittance Advices (RAs)

- Access the Provider Main Page of PROMISe™. It provides links to online provider services including ePEAP (Provider Enrollment Automations Project)
- Click the [Manage Remittance Advice](#) link in the ePEAP menu
- Click on the [Access RA's online through PROMISe™ and eliminate receipt of paper RAs](#) button to discontinue delivery of paper RAs
- Click [Continue](#) to process the request
- Press [OK](#) to terminate the mailing of paper RAs





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You can STOP Receiving Paper Checks

- Reduce unnecessary paper in your office
- Save time
- Improve access to funds
- Eliminate risk of lost mail/checks
- Avoid the hassle of depositing checks
- Make reconciliation of payments easier

Electronic Funds Transfer (EFT) allows for payments to be deposited directly to the bank account of your choice. Pennsylvania Medical Assistance (MA) offers this service to enrolled providers enrolled in the program. This program is known as Automated Clearinghouse.

Click on the following link for more information on EFT:

<http://www.dhs.pa.gov/provider/electronicfundstransferdirectdepositinformation>

For additional information, go to the **PROMISE™** Web site at

<http://promise.dpw.state.pa.us>.

Check the Department of Human Services' Web site often: www.dhs.pa.gov

Thank you for your service to our Medical Assistance recipients.

We value your participation.

