



PROVIDER QUICK TIPS

#167

Electronic Enrollment for Electronic Funds Transfer (EFT) and Electronic Remittance Advice (ERA)

The Department of Human Services now offers electronic enrollment for both EFT and ERA registration via the PROMISe™ Provider Portal. This enhancement is required under the Administrative Simplification provision of the Patient Protection and Affordable Care Act.

What is EFT and ERA? EFT is the deposit of funds electronically into a provider's checking or savings account.

ERA, or 835 file, is the electronic remittance describing the payer, payee, payment amount, and other identifying information about the payment. It also includes other information that resulted from the adjudication process, including denial information and adjustment reasons codes and amounts. The ERA is transmitted in a HIPAA compliant ANSI X12 5010 format. Typically, a provider will utilize third-party software or engage a vendor to translate the ERA file for reconciliation purposes.

Why use electronic EFT and ERA enrollment? Electronic enrollment is a quick, secure and reliable method to register for both EFT and ERA. As a registered PROMISe™ Provider Portal user, a provider can check on the status of his or her application and confirm account setup. In most instances, it will take longer to receive a paper application by U.S. Mail than it will to submit and process an electronic request. By utilizing the PROMISe™ Provider Portal EFT and ERA enrollment applications, most of the required data elements will be pre-populated from the provider's file to expedite the process. Finally, the electronic enrollment process will eliminate most common errors encountered when completing a paper application. If an error is discovered, the department can promptly contact the provider to request corrections.

How do you enroll electronically for EFT and ERA? – The electronic enrollment option is available to all registered PROMISe™ Provider Portal users. Once a user successfully logs in to the portal, navigate to the EFT and ERA Enrollment menu item at the top of the menu bar on the My Home page to complete the enrollment application. The PROMISe™ Portal can be accessed at the following link:

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

Must I enroll electronically for EFT and ERA? No, the department will continue to accept paper applications. Please allow up to four (4) weeks processing time for paper applications as the department is now moving forward with an electronic solution for EFT and ERA processing.

The current version of both the EFT and ERA enrollment forms can be found at the link below. After March 31, 2014 the department will only accept and process the current versions.

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

Check the department's website often at: www.dhs.pa.gov
Thank you for your service to our Medical Assistance recipients.
We value your participation.

