
CareCentrix – (11345) Availity Enrollment Instructions – Professional Claims

- ✓ **BEFORE enrolling, you MUST have a Practice Insight EDI customer account # with billing provider record added.** Please contact your EDI solutions reseller to confirm your EDI customer account setup.
- ✓ **Make sure all required information is complete and accurate.** Recheck to make sure provider ID #s are valid. Invalid or incorrect provider IDs will cause the enrollment to be delayed or rejected.
- ✓ **Make a copy of the completed enrollment pages.** Note the date and method of submission. Keep a copy of the submitted paperwork, in case you need to follow up on your request.

EMAIL ENROLLMENT TO-
EdiInfo@CareCentrix.com

837-CLAIMS Provider Enrollment (New) or (Change of Service)

If the provider has NOT submitted electronic claims to this payer before, or if the provider wishes to request a CHANGE of SERVICE to authorize Practice Insight to submit claims the billing provider must email the payer with the following information:

1. Provider Name
2. Contact Name
3. Contact Email
4. Address
5. Contact Phone Number

IMPORTANT: Billing provider should expect an email from the payer within 3-5 business days requesting further action.

835 - ERAs Electronic Remittance Request (New) or (Change of Service)

Not available at this time.

ALLOW 2-4 WEEKS FOR PROCESSING

*If it has been over 30 days since request was submitted and you have not
Yet received confirmation of enrollment, contact your reseller or
software support vendor for assistance or email the payer at
TESTCareCentrixBusinessOpsTeam@CareCentrix.com .*