



Questions? Please contact your EDI solutions reseller for help with EDI enrollment forms
7/01/2011 (IE)

Medicaid – Georgia (77034)

Georgia Department of Community Health

Enrollment Instructions – Professional/Institutional Claims & ERA

- ✓ **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 account setup.
- ✓ **Make sure all required information is complete and accurate.** Recheck provider numbers to be sure they are valid and accurate. Invalid or incorrect provider IDs will cause the enrollment to be delayed or rejected.
- ✓ **Print a copy of the completed online enrollment.** Note the date that the enrollment was completed.

Providers must enroll ONLINE at Medicaid Georgia’s Secure Web Portal. See instruction below for Online EDI Enrollment.

837-CLAIMS and 835-ERAs Initial Provider Enrollment (New) or Re-Enrollment (Change of Service)

If the provider has NOT submitted claims electronically to this payer or if the provider HAS SUBMITTED electronic claims to this payer VIA ANOTHER CLEARINGHOUSE, and they now want to submit via Practice Insight, the provider must complete these steps:

1. **FIRST**, the Medicaid Georgia Provider must have a Web Portal PIN #. If the provider has not received their PIN #, they should contact EDI services at 770-325-9590 or 877-261-8785 (toll free). (Note: In September 2010, a PIN letter was mailed to every active Medicaid GA provider. The letter explained how to access the new secured web portal to activate the Provider’s PIN and register their secure web portal account. You can also refer to the Provider Readiness Sheet at <http://providerinfo.mmis.georgia.gov/providerpreadiness/>.)
2. Once the provider has registered for the logon to the secure web portal account...
Go to: <http://www.mmis.georgia.gov> and Click [**Login**], Select “**Management**”, then [**Add Agent**]

You will be prompted-

“Enter an email address of the agent you are adding access to your applications and click search.”

Enter: enrollment@practiceinsight.net to select (Practice Insight, tpid166060)

Select permissions to authorize Practice Insight as the Agent for:

Reports Financial

Trade Files Download (required for the 835-ERA file)

3. Click [**Save Changes**]

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 call the edi Help Desk at 1-877-261-8785.