



Questions? Please contact your EDI solutions reseller for help with EDI enrollment forms
09/01/2011 (NF)
<https://www.highmarkbcbswv.com/>

Blue Cross Blue Shield – West Virginia (54828) Mountain State Blue Cross Blue Shield Highmark Enrollment Instructions –Professional Claims and 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.

**See instructions below for completing online enrollment
on Highmark’s EDI website.**

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

If the provider has NOT submitted claims electronically to this payer or is currently submitting electronic claims either directly or through a service, the provider must complete the following steps.

1. GO TO: <https://www.highmark.com/edi-wv/pages/forms.shtml>
2. CLICK to SELECT > **Provider Affiliations**
3. SELECT “Add Provider to Existing Trading Partner”, CLICK [Continue]

SEE NEXT PAGE FOR SNAPSHOT OF WHAT ONLINE ENROLLMENT FORM LOOKS LIKE.

4. ENTER “Requester Information” with your information.
5. ENTER “Trading Partner Information”
Trading Partner Number: **1001470**
Trading Partner Name: **Practice Insight LLC**
6. ENTER billing provider’s group NPI #, then CLICK [Validate This Provider]
--If message appears saying, “Provider ##### is already associated to Trading Partner # 1001470
PROCEED to ERA selection of “Yes, Change ERA to this Trading Partner” or “No, leave ERA as is”
7. CLICK > Submit Provider

835- ERAS Electronic Remits Request (New) or (Change of Service)

If the provider wishes to authorize Practice Insight to retrieve 835 ERA files, the provider must complete the following:

1. Complete steps outlined above. “ERA Status: Not currently receiving ERA from Trading Partner # 1001470.”
2. “Receive ERA?:” SELECT “Yes, Change ERA to this Trading Partner.”
3. CLICK > Submit Provider

ALLOW 2-4 WEEKS FOR PROCESSING

If it has been over 20 days since request was submitted and you have not yet received confirmation of enrollment, contact Highmark EDI Services at 1-800-344-5514

SNAPSHOT OF ONLINE ENROLLMENT FORM



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EDI Trading Partner Business Center

Requester Information

Requester Name:	JOE SMITH
Requester Title:	ADMINISTRATOR
Requester Company:	ABC MEDICAL INC
Requester Telephone: (###-###-####)	111-222-3333
Requester Extension:	4444
Email Address:	jsmith@abcmmedical.com

Trading Partner Information

Trading Partner Number:	1001470
Trading Partner Name:	Practice Insight, LLC

Provider Information

Request Type: Add Provider

Enter Group NPI #: 1234567890

Validate This Provider

If Message Appears,
PROCEED to ERA Selection.

Provider # 1234567890 is already associated to Trading Partner # 1001470

Provider Number: 1234567890
Provider Name: ABC MEDICAL INC
ERA Status: Not currently receiving ERA from Trading Partner # 1001470
Receive ERA?: Yes, change ERA to this Trading Partner.
 No, leave ERA as is.

Additional Comments

Please use this space for additional description or instruction.

Submit Provider

If Message Appears,
Enrollment Successful.

Your request has been submitted to EDI Operations. Would you like to complete another request?

Complete Another Request

Done with Requests