

Instructions for completing the ERA enrollment form

Provider information

Provider Name: Complete legal name of institution, corporate entity, practice or individual provider

Provider Address/Street: The number and street name where a person or organization can be found

City: City associated with provider address field

State/Province: ISO 3166-2 two-character code associated with the state/province/region of the applicable country

ZIP Code/Postal Code: System of postal-zone codes (ZIP stands for "zone improvement plan") introduced in the U.S. in 1963 to improve mail delivery and exploit electronic reading and sorting capabilities

Provider identifiers

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN): A Federal Tax Identification Number, also known as an Employer Identification Number (EIN), is used to identify a business entity.

National Provider Identifier (NPI): A Health Insurance Portability and Accountability Act (HIPAA) administrative simplification standard. The NPI is a unique identification number for covered health care providers. Covered health care providers and all health plans and health care clearinghouses must use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about health care providers, such as the state in which they live or their medical specialty. The NPI must be used in lieu of legacy provider identifiers in the HIPAA standards transactions.

Provider contact information

Provider Contact Name: Name of a contact in provider office for handling ERA issues

Telephone Number: Associated with contact person

Email address: An electronic mail address at which the payer might contact the provider

Electronic remittance advice information

Preference for Aggregation of Remittance Data (e.g., Account Number Linkage to Provider Identifier): Provider preference for grouping (bulking) claim payment remittance advice; must match preference for EFT payment.

Provider Tax Identification Number: most commonly used national identifier number

Provider Identifier: used when enrolling only a sub-part

Submission information

Reason for Submission: New enrollment or change enrollment or cancel enrollment

ERA enrollment inquiries: Providers can contact EDIOperations@nammc.com to inquire about Electronic Remittance Advice (ERA) enrollment status. Please allow 3 to 5 business days for ERA enrollment processing. Once ERA enrollment has been processed, providers will continue to receive paper explanation of payment and ERA for 31 calendar days, after which time provider will only receive ERA.

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