How to enroll with ePS for just real time eligibility checks
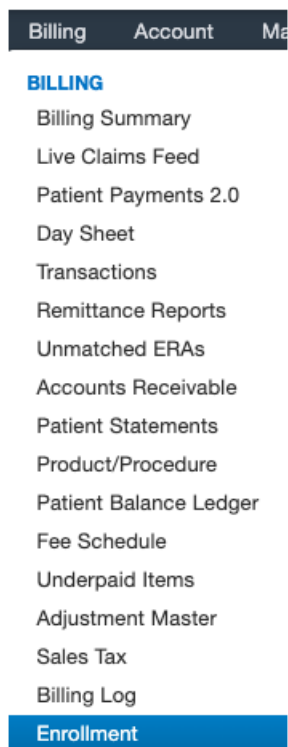
**** Please note, if you submit any request other than real-time eligibility (Claims and/or ERA) you could potentially impact *ALL* of your claim submissions ****

For any questions, please reach out to support.

Here is how you can enroll with eProvider Solutions (ePS) for eligibility checks (RTE) only.

The ePS enrollment module can be found by navigating to Billing > Enrollment.

- The screen that appears will begin the process by entering the responsible party's contact information. Once it is filled in, click on **Create**.

- The next screen will ask you which NPI you are submitting the request under (if you have multiple). Click on the box to the left of the NPI to select. The system will pull demographic information associated with the NPI for verification. Once selected and the information verified, click on **Continue**.

- The following screen is where you will request eligibility enrollment with your payers.
  - You will first want to select "Eligibility" under the Transaction Type drop down.

- From here, you can select your payers by entering the payer name or payer id, if known. Click **Search** after you have entered the information. The payers that offer eligibility that meet your search criteria will appear. To select a payer, simply click on Add on the left of the screen.

New Enrollment - Select Payers

Payer Name	Payer ID	Payer Type	Transaction Type
blue cross	Payer ID	All	Eligibility

Search

Available Payers

Next 1

	Payer	State	Payer ID	Payer Type	Transaction Type
Add	Blue Cross Blue Shield OK		00840	Blue Cross / Blue Shield	eligibility
Add	Blue Cross Community Centennial New Mexico		MC721	Blue Cross / Blue Shield	eligibility
Add	BLUE CROSS NEW JERSEY		22099	Blue Cross / Blue Shield	eligibility

- Once your payers have been selected, they will appear in a list at the bottom of the screen. You can use this list to ensure that you have selected all of the payers you need, as well as removing any that you do not need. When you are satisfied with the list, click **Continue**.

Selected Payers

	Payer	State	Payer ID	Payer Type	Transaction Type
Remove	Blue Cross Blue Shield OK		00840	Blue Cross / Blue Shield	eligibility
Remove	Aetna	TX	60054	Commercial Insurance	eligibility
Remove	Humana		61101	Commercial Insurance	eligibility
Remove	Cigna		62308	Commercial Insurance	eligibility
Remove	Administrative Concepts Inc		22384	Commercial Insurance	eligibility

Back **Continue**

- The next and last screen you will see before the requests are submitted is titled Review and Submit. If all looks good to you, click on **Submit**. The requests will route through ePS to the payer.

Review and Submit

Please review the following information regarding the requested enrollments. If everything looks correct, press the Submit button to submit the enrollment requests.

NPI	Payer	Payer ID	Payer Type	Transaction Type	Provider ID	Taxonomy Code
9876543210	Blue Cross Blue Shield OK	00840	Blue Cross / Blue Shield	eligibility		207R00000X
9876543210	Aetna	60054	Commercial Insurance	eligibility		207R00000X
9876543210	Humana	61101	Commercial Insurance	eligibility		207R00000X
9876543210	Cigna	62308	Commercial Insurance	eligibility		207R00000X
9876543210	Administrative Concepts Inc	22384	Commercial Insurance	eligibility		207R00000X

Back **Submit**

- To check on the status of your submitted request, you can do so under the **Managed Submitted** tab. It will list all of your requests and the current state under the **Status** column.

Start New   Continue Unsubmitted   **Manage Submitted**

| All Customers ⌄ | All NPIs ⌄ | Payer Id | Payer Name | | All Transaction Types ⌄ | All Status ⌄ | Status Date |

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ID	Customer	Payer Id(s)	Payer Name(s)	NPI(s)	Tax Id	Provider Id	Transaction	Status	Status Date
129		02102	Medicare AK	5286621722	567453987	987678656	Claims	Denied	04/19/2023
134		20446	6 Degrees Health Incorporated	5286621722	567453987		Claims	Contact Support	04/26/2023

| All Customers ⌄ | All NPIs ⌄ | Payer Id | Payer Name | | All Transaction Types ⌄ | All Status ⌄ | Status Date |

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