## eProvider Solutions- How do I submit an enrollment request?

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Submitting enrollment requests through the EPS integrated portal is fast, easy, and efficient. Here is how you can request enrollments, and take care of any necessary paperwork all without leaving your DrChrono account.

Before beginning your enrollment requests, ensure that the billing information under Account > Provider Settings and Account > Offices is correct. The portal will pull information from those areas to complete the request.

## To begin -

• Navigate to Billing > Enrollment

Billing	Account	Marketplace						
BILLING								
Billing S	Summary							
Live Cla	ive Claims Feed							
Patient	atient Payments							
Day She	eet							
Transac	tions							
Remitta	nce Reports							
Outgoin	g EOBs							
Unmatc	hed ERAs							
Insuran	ce Credit Card	d Payments						
Account	ts Receivable							
Patient	Statements							
Product	/Procedure							
Patient	Balance Ledg	ler						
Fee Sch	nedule							
Underpa	aid Items							
Adjustm	nent Master							
Sales Ta	ax							
Billing L	.og							
Enrollm	ent							

- The first screen will ask you to enter contact information for a responsible party in your office. This does not necessarily need to be the person authorized to sign the forms, but rather someone who is responsible for gathering any signatures or additional information and seeing that the enrollments are complete.
  - Once the information is filled in, click on **Create**.

dr chrono Schedule Clinical	Patients	Reports	Billing	Account	Marketp	lace Hel	nip 🛊 🗙
Billing Summary			1	Enrolin	nent	Start New	
Live Claims Feed							New Enrollment - Responsible Party Contact Information
Patient Payments 2.0							Please specify who we can contact about the agreements
Day Sheet							First Name
Transactions							Last Name
Remittance Reports							Phone Number
Unmatched ERAs							Contact Email
Accounts Receivable							Create
Patient Statements			-				
Product / Procedure							
Balance / Ledger Fee Schedule							
Underpaid Items							
Adjustment Master							
Sales Tax							
Billing Log							
Enrollment							

• The next screen will ask you which NPI you are submitting the request under. 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**.

	New Enroll	ment - Select NPIs		
	Selected	NPI	Owner	
	0	9876543210		
	0	4503280941		
	0	1234578900		
	0	5286621722		

- The next screen contains 3 separate tabs:
  - Start New Use this tab to submit an initial enrollment request
  - **Continue Unsubmitted** Here is where you can continue to work on a request that has not been submitted
  - **Managed Submitted** Here is where you can see the status of any submitted enrollment request, check the status, and receive/sign/upload any required paperwork.

Enrollment Start New Continue Unsubmitted Manage Submitted

The payers and transaction types listed are all that you can request through EProvider Solutions. To help narrow down the list, you can search by Payer Name, Payer ID, Payer Type, or Transaction Type. Once you find the one(s) you would like to enroll with, click **Add** on the left.

Enrollment	Start New	Continue Uns	submitted Manage Sub	mitted						
		New Enro	Ilment - Select Pay	ers						
		Payer Name		Payer ID		Payer Type		Transact	ion Type	
		Payer Name		Payer ID		All	~	All	~	
		Search								
		Available Payer								Next 1/3
			-							IVEAL
			Payer		State	Payer ID	Payer Type		Transaction Typ	pe
		Add	1199 NATIONAL BEN	EFIT FUND		13162	Commercial Insurance	æ	eligibility	
		Add	1199 NATIONAL BEN	EFIT FUND		13162	Commercial Insurance	æ	remittance	
		Add	1199 NATIONAL BEN	EFIT FUND		13162	Commercial Insurance	æ	institutional	
		Add	1199 NATIONAL BEN	EFIT FUND		13162	Commercial Insurance	æ	professional	
		Add	1-888-OHIOCOMP (C	hio BWC)		31147	Commercial Insuranc	æ	institutional	
		Add	1-888-OHIOCOMP (C	hio BWC)		31147	Commercial Insuranc	æ	professional	
		Add	21St Century			51028	Commercial Insurance	æ	professional	
		Add	21St Century			41556	Auto Accident		institutional	
		Add	360 Alliance Gilsbar			88053	Commercial Insurance	e	institutional	
		Add	3P Administrators			20413	Commercial Insurance	e	remittance	
		Add	3P Administrators			20413	Commercial Insurance	æ	institutional	
		Add	3P Administrators			20413	Commercial Insuranc	e	professional	
		Add	6 Degrees Health Inco	orporated		20446	Commercial Insuranc	e	institutional	

Once you have selected all of the payers selected, you will be given a chance to take one final look before they are submitted. If all looks good, click **Submit**.

Enrollment	Start New	Continue Unsubmitted Manage Submitted										
		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	Aetna	60054	Commercial Insurance	eligibility		207R00000X				
		9876543210	Aetna	60054	Commercial Insurance	remittance		207R00000X				
		9876543210	Aetna	60054	Commercial Insurance	professional		207R00000X				
		Back Submit										

That's it! As the request processes, you may see a status bar on the screen. Once complete, it will show you which requests are automatically approved and which may need additional information.