



835 Enrollment Excellus via *Instamed*



EI Billing Providers:

This communication provides details on 835 enrollment for payer **Excellus** via *Instamed*. For comprehensive information on the 835 enrollment process, please follow [this link](#).

EI Billing Providers can now have the SFA receive their 835 remittance (also called Electronic Remittance Advice, or ERA) directly from **Excellus** by enrolling with *Instamed*. There are several benefits for providers that choose to enroll with *Instamed*, including:

- Easily view your Excellus claims by logging in to the *Instamed* portal
- Quicker processing and payment of claims
- No need to continuously monitor and track processing of your Excellus claims

Enrolling with *Instamed* is simple – attached to this email are instructions for EI Billing Providers to enroll with *Instamed* online. Before beginning the enrollment process, make sure you have your business information on hand, including: Bank information, agency address information, Tax ID, and NPI.

Before proceeding, all providers should consider the following:

- If you do not wish to enroll online, you can complete the attached ***Instamed* Network Funding Agreement**, and fax or mail the form to the addresses listed within the agreement. For security purposes, do not return the form via email.
- If you currently use *Instamed* and have an open *Instamed* account, please complete the attached ***Instamed* Change Form**, and fax the form to the number listed within the form. For security purposes, do not return the form via email. New providers do not need to complete this form.

After you have completed your enrollment, *Instamed* will send a confirmation to the email address that you provide.

Note: *If you have already enrolled to receive 835 remittance from **Excellus** via *Instamed*, you may disregard this notice – no further action is needed on your part.*

If you have any questions about the enrollment process, please contact the PCG Customer Service Center at (866) 315-3747.

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