Electronic Fund Transfer (EFT) is a HIPAA-standard transaction from Blue Cross and Blue Shield of New Mexico (BCBSNM) to the provider's designated financial institution, which offers providers a secure method of claim payments. This alternative to receiving paper checks can help save you time and reduce the risk of lost or misrouted checks.

Electronic Remittance Advice (ERA) or ANSI 835 is a HIPAA-compliant method of receiving claim payment and remittance details from BCBSNM. In addition, ERA files may be automatically posted to your patient accounting system. *Check with your billing service, clearinghouse or software vendor to confirm ERA-compatibility of auto-posting software.*

Listed below you will find detailed information as well as helpful hints to complete online EFT and ERA enrollment via Availity.

Federal Employee Program® (FEP®) Dental Providers: *The EFT and ERA enrollment process for Federal Dental Blue supplement policies will continue to be administered by DNoA.*
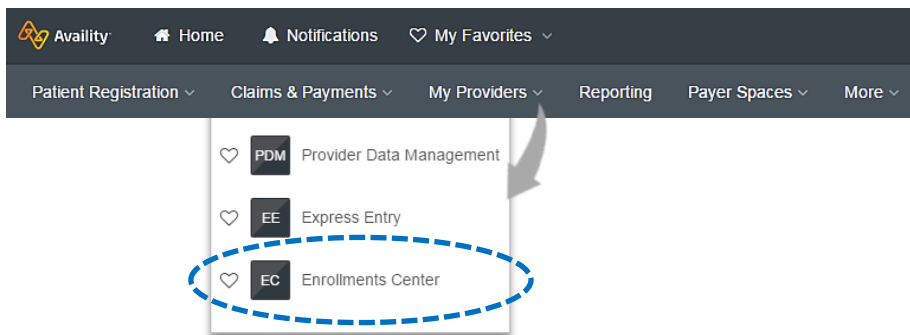
1) Getting Started

- ▶ Go to Availity 🖷
- ▶ Select **Availity Portal Login**
- ▶ Enter User ID and Password
- ▶ Select **Log in**
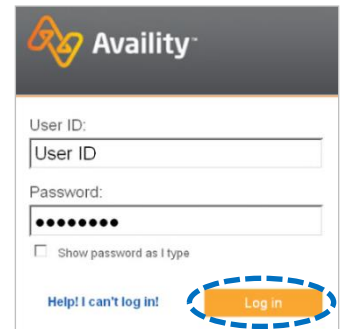
Note: *Only registered Availity users can access online EFT & ERA registration.*

2) Accessing EFT & ERA Enrollment

- ▶ Select **My Providers** from the navigation menu
- ▶ Select **Enrollments Center**

Note: *Contact your Availity Administrators if the* ***Enrollments Center*** *is not listed in the* ***My Providers*** *menu.*

3) Select Transaction Enrollment

▶ Select **Transaction Enrollment**

EC **Enrollments Center**

> *Quick Tip:*
>
> → *If you have previously enrolled for EFT and ERA with BCBSNM, you do not need to enroll again.*

Multi-Payer Enrollments

EE **Express Entry** ♡	ERA **ERA Enrollment** ♡
PDM **Provider Data Management** ♡	CER **Claim Encounter Reconciliation Application (CERA) Setup** ♡

MA **Medical Attachments Setup** ♡

TE **Transaction Enrollment** ♡

4) Start Enrollment

▶ Select **Enroll**, then choose **Enroll a provider**

Organization

Provider
Search by Name...

Registration ID
ANY

Health Plan
ALL

Transactions
ALL

Enrollment Status
IN PROGRESS

Submission Date
Last 30 Days

Last Modified Date
ALL

Home > Transaction Enrollment

Transaction Enrollment Enrollment Status Learn More

Enroll ▾

Enroll a provider

Upload and enroll a list of providers

> *Quick Tips:*
>
> → *The **Enroll** option will display for Availity Administrators and/or users who are authorized to enroll for 835 transactions.*
> → *If enrolling multiple providers for ERA, you may select **Upload and enroll a list of providers**.*

2

5) Select Provider

- ▶ Select **Organization**
- ▶ For ERA files to be received in your Availity mailbox, leave the **Deliver ERA files to a Clearinghouse** box unchecked
- ▶ For ERA files to be received by a third-party clearinghouse, select the **Deliver ERA files to a Clearinghouse** checkbox
    - ▶ Next, select the **Clearinghouse Organization** from the drop-down listing
- ▶ Enter the **Provider Identifier Information** *(Tax ID and Billing Type 2 NPI number)*

Quick Tips:
- → *The NPI number is required when submitting the enrollment to BCBSNM.*
- → *If Transaction Enrollment was previously used, you may select the Provider from the drop-down list.*

- ▶ Next, enter **Provider Information** *(for Tax ID and NPI entered above)*
- ▶ Enter **Provider Contact Information** *(the authorized person completing enrollment on behalf of the provider)*
- ▶ Select **Continue**

6) Select Health Plan *(Payer)*

▶ Enter or select **BCBS New Mexico** from the **Health Plan (Payer)** drop-down listing

▶ Choose the **Provider Type** *(professional, institutional or both)*

▶ Select **Continue**

7) Select Transaction

▶ Select **Transaction** *(Electronic Remittance Advice, Electronic Payment Summary, and/or Electronic Funds Transfer)*

▶ To receive ERA files when claims are processed in Blue Plans states other than Illinois, Montana, New Mexico, Oklahoma or Texas, select **Enroll in Medicare Crossover**

▶ Select **Continue**

EFT Quick Tips:

→ *If enrolling for EFT, you will receive an additional prompt to enter financial information – see step 8.*

→ *If changing your financial institution, enter the **original account information** in the **Provider's Account Number with Financial Institution** field.*

ERA Quick Tips:

→ *If you are already enrolled for ERA/EPS and want to change the direction of the delivery, make a selection under **Transactions**. If you are not making a change **DO NOT** make a selection.*

→ *If EPS files need to be delivered to a different receiver, a separate enrollment must be submitted.*

8) Add Financial Information *(for EFT enrollment)*

▶ Enter the **Financial Institution Information** for EFT delivery

▶ Choose **Provider Tax ID** or **NPI** for account number linkage to provider identifier

▶ Select submission reason:
  ▶ **New Enrollment**
  ▶ **Change Enrollment**
  ▶ **Cancel Enrollment**

▶ Select one of the following options and **Choose File** to browse and attach:
  ▶ **Voided Check**
  ▶ **Bank Letter**

▶ Select **Continue**

ADD FINANCIAL INFORMATION

Financial Institution Information:

Financial Institution Name ❓ What's this

Financial Institution Routing Number ❓ What's this

Type of Account at Financial Institution ❓ What's this
○ Checking Account   ○ Savings Account

Provider's Account Number with Financial Institution ❓ What's this

Account Number Linkage to Provider Identifier ❓ What's this
○ Provider Tax Identification Number (TIN) / Employer Identification Number (EIN)   ○ National Provider Identifier (NPI)

Submission Information:
Reason for Submission
○ New Enrollment   ○ Change Enrollment   ○ Cancel Enrollment

Include with Enrollment Submission ❓ What's this
○ Voided Check   ○ Bank Letter

Upload File [Choose File] No file chosen

Authorized Signature: ❓ What's this
Jane Doe

[Back] [Continue]

Quick Tips:

→ *Accepted voided check/bank letter file types include PDF and image files (i.e., JPEG).*

→ *Temporary checks and deposit slips are not accepted.*

9) Submit Enrollment

▶ Verify the information entered is correct and select **I agree**

▶ Once completed, you will receive online confirmation that the enrollment was successfully sent to BCBSNM

✓ Select Provider
✓ Select Health Plan
✓ Select Transaction
✓ Add Identifiers
✓ Add Financial Information
6 Submit Enrollment

SUBMIT ENROLLMENTS

BCBS New Mexico

Electronic Funds Transfer - Daily
Download Enrollment Instructions

Reason for Submission: New Enrollment

By clicking "I Agree" you acknowledge and agree that you have been authorized by the provider or its agent to initiate, modify or terminate an enrollment. You further acknowledge and agree that you have the legal authority to preform such action on behalf of your organization. In no event will Availity be liable for any losses or damages including without limitation, indirect or consequential losses or damages, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with this submission. I understand that I am authorizing health plans to initiate credit entries and to initiate debit entries and adjustments (only in the case of a duplicate payment transmitted to the bank) to my bank account, indicated in this registration.

☑ **I agree to the terms and conditions (Jane Doe)**
Authorized Signature:
Jane Doe

[Back] [Submit Enrollments]

Quick Tip:

→ *BCBSNM will also mail an acknowledgement letter with the enrollment effective date to the provider.*

10) Enrollment Status

▶ Enrollments that are in progress and submitted in the last 30 days will display on the **Transaction Enrollment** tool page by default

▶ Use **Filter** options to view enrollments and take action, as needed

▶ Filters display above the results as you select them and enrollments that meet the filter criteria display immediately

▶ Expand the **enrollment card** to view the process tracker and payer notes for the submitted enrollment

Have questions or need additional education? Email Electronic Commerce Services.

Be sure to include your name, direct contact information and Tax ID or billing NPI.