Instructions for completing the EDI/ERA Application for Providers

About this application

- The application may be printed or keyed directly on the form. Click the Sign button in the upper right hand corner to fill out the form.
- A signature is required. The application will not be processed without an authorized signature. For this reason the Authorized Signature field cannot be keyed in on the form.
- Applications can be accepted via mail, fax or email. If sending via email, please remember to print and sign prior to sending.

Section I

Provider ID/ NPI – This is an either/or field, please enter either the NPI or SoonerCare Provider ID number. If the NPI is linked to more than one provider number it is advisable to enter the SoonerCare Provider ID.

Contacts – This should be the person(s) we can contact regarding testing, the approval letter or anything related to the information on this application.

EDI Vendor – Enter information about the software, billing agent or clearinghouse that is being used for EDI services.

EDI Transaction Type - Check the box(es) indicating the type of EDI transaction(s) you are requesting to send/receive. ***Note: if you're submitting EDI files via a third party clearinghouse and you would also like to designate the third party as the receiver for electronic remits, please only mark 835.**

Section II

This section is only required requesting to enable or disable the Electronic Remittance Advice (ERA). Otherwise leave this section blank. Enter additional (Payee) Provider ID(s) or NPI number(s) and their names if you have multiple requests. Please place additional requests (as needed) on a separate sheet of paper and include as an attachment.

Elect a Designated Receiver – Enter information regarding the third party clearinghouse or billing agent that your 835 files should be routed to (leave blank if processing 835 files in-house).

Section III

Please sign and date the application. Applications without a signature will not be processed.

For additional assistance in completing this application contact the EDI Helpdesk at 1-800-522-0114 option 2, 2.