EFT Enrollment for Individual Sole Proprietors

This guide is to assist individual NPI provider types who submit Medicare Crossover claims OR individuals participating in the EHR Incentive Payments Program.

Step 1
Complete your CAQH ProView profile at https://proview.caqh.org/Login.

Step 2
Complete the Individual Providers (type 1 NPI) section on the TennCare provider registration portal
https://pdms.tenncare.tn.gov/ProviderPersonRegistration/Process/Register.aspx.

Step 3
Once you have received the Welcome letter identifying your Medicaid ID for your sole proprietor location, you will then need to create a log-in account in order to set up and receive TennCare payments.
https://pdms.tenncare.tn.gov/Account/Login.aspx. Click on "Create Account" to begin.
*Please note to complete registration with the same TIN/SSN information listed on your CAQH ProView profile for the sole proprietor practice location.

Step 4
Now that you have created the log-in, you will need to access your registered email and click on the link to activate the new account.

Step 5
Log-in and select "Update EFT Enrollment". Please note ALL links found on the left hand side of the screen beginning with Identification, Substitute W9 Form, ACH Authorization and Agreements will need to be completed entirely prior to submitting.

Step 6
Identification section will be pre-populated information received from the individual registration. Review and update if necessary by selecting the "edit" icon at the end of the entered information. After information is completed for this section, select "Save" and then "Next" button(s).

Step 7
Substitute W-9 Form section; please complete this section to match the IRS Tax filing status for your service location.

I. Taxpayer Identification Number (TIN) – select the appropriate classification TIN or SSN number.
II. Certification – Read questions #1 - #3 and then select to acknowledge each question.

Complete and upload a current version of the IRS Form W-9, please note the W-9 must be hand signed and dated (within the last year) with the matching Legal name, DBA and TIN/SSN that is being registered. The current IRS W-9 form and instructions is available at the IRS website: https://www.irs.gov/pub/irs-pdf/fw9.pdf

*Review and update if necessary by selecting the “edit” icon. After all information is completed for this section, select “Save” and then “Next” button(s).

<u>Note:</u> If the TennCare accounting department determines the Sole Practitioner is a “Disregarded Entity” there will be additional information needed. The TennCare accounting department will email the information needed to the primary registered email address. It is critical these forms are completed per the instructions included in the email, uploaded to the registration, and the registration is resubmitted to TennCare.

<u>Step 8</u>

ACH Authorization section – Select ”YES” regarding the ACH Authorization, for your practice.

ALL information will be required regarding your ACH on this page. For sections: Banking information, EFT Contact and Remittance information, select the green plus sign and complete all of the required (*) information.

1. Banking information
2. EFT Contact
3. Remittance information

*Review and update if necessary by selecting the “edit” icon. After all information is completed for this section, select “Save” and then “Next” button(s).

Step 9

Agreements section – select all hyperlinks regarding the agreements. Each agreements section must be reviewed and agreed upon by selecting the “I Agree/Attest” box(s). Once the agreements are reviewed you will then enter the green security characters and password used to create the account. Then select “Save”.

Step 10

Are you ready to submit? Select Ok and please go back and review ALL sections to make sure information was entered correctly and all required uploads are still present prior to submitting. If the registration requires any changes, use the “Save” button to update the information.

Step 11

Make sure to **SUBMIT**! Once your review is complete you will click the “**Submit to TennCare**” button, this will send data to TennCare for processing.

> *Please watch for emails during the review process regarding additional information needed in order to process.

Documents and Reports found under the “Manage My Account” section will be utilized to view Remittance Advice (RA’s) for your practice.

> **e-Remittance Advice – select the dates that you would like to view the RA’s.**
> **835 – The 835 can only be downloaded one time and is only available for 90 days.**

Important Tips:

1. Obtain your log-in information to update any necessary EFT changes.
2. Remember to re-attest your CAQH ProView profile every 120 days to maintain an Active TennCare provider status.

If you have questions regarding the TennCare provider registration portal, please contact TennCare Provider.Registration@tn.gov or 1-800-852-2683.