

## Checklist: *(keep for your records)*

Acct.	Did You Receive and Complete the following:	Yes/ No/ NA
1.	Practice Enrollment Form  <u>Non-Commercial Clearinghouse Approval Time list:</u> <ul style="list-style-type: none"> <li>• Commercial insurance payers usually take 2-3 business days</li> <li>• BCBS could take approximately 20 days</li> <li>• Medicare and Medicaid could take approximately 30 to 45 days</li> </ul>	
2.	Group Account Enrollment Form (if multiple practices are being setup)	
3.	Activation Code <i>To complete online application for commercial claims electronic submission</i>	
4.	Email confirming <i>Clearinghouse set up is completed for commercial claims</i>	
5.	Email providing your <i>Login Credentials to check status of claims accepted/rejected in RelayHealth portal.</i>	
6.	Received assistance from our <i>Support department in submitting a Test claim</i>	
7.	<i>Non-commercial Claims &amp; ERA Payer Setup Agreement Forms</i>	
8.	Received assistance for completing <i>Non-commercial Claims &amp; ERA Payer Setup Agreement Forms</i>	
9.	For review after 60 days <i>Requested ERAs and Claims payer enrollment are completed</i>	