

Provider Payments Portal

(ProviderPayments.com)

Quick Reference Guide



[Click here to return to Table of Contents]

Table of Contents

PROVIDER PAYMENTS LOGIN	1
VERIFYING PING	1
FIRST-TIME USERS – REGISTER / CREATE A NEW ACCOUNT PAGE	3
INQUIRY PAGE	4
ADVANCED SEARCH PAGE	5
ADD NEW TIN: USERS POSTING PAYMENTS ISSUED TO MULTIPLE TAX ID NUMBERS	6
VIEW 1099S	7
MY ACCOUNT	7

[Click here to return to Table of Contents]

PROVIDER PAYMENTS LOGIN

Refer to the screenshot shown in Figure 1:

- a. If you have already registered (have an account) on the Provider Payments Portal, enter your username and password and click the "Log In" button. The "Inquiry" page (Figure 6) will open. For more information, go to the "Inquiry Page" section of this document (page 4).
- b. If you wish to confirm your ACH deposit (ping), click on the first link, "Confirm your ACH Deposit (Ping) by clicking <u>here</u>." After ping verification, you will be able to set up an account to access the Provider Payments Portal.
- c. If you are a First-time User, click on the second link, "If you have not yet registered for the Provider Payments Portal, you can register / create an account now by clicking <u>here</u>."

ECHO	
HEALTHCARE PAYMENT SYSTEMS	
LOG IN	
Confirm your ACH Deposit (Ping)) by clicking <u>here.</u>
Please enter your username and p	password to log in.
If you have not yet registered for	r the Provider Payments Portal, you can register now by clicking <u>here.</u>
- Account Information	
/iccount information	
Account mornation	
Username:	
Username:	
Username: Password:	
Username: Password: Can't access your account?	

VERIFYING PING

a. Terms and Conditions (Figure 2). If you select the link to verify your ping, you are first directed to a page where you must accept Terms & Conditions by checking the box and clicking on the "Accept" button to continue.

[Click here to return to Table of Contents]

	Figure 2
	Payment By Checking Account Using ACH - Terms and Conditions
1) 1 2 2 1 1 1 1 1	1. Electronic Signature and ACH Authorization. By submitting this ACH authorization form, you agree that: (a) you have read, understand and agree to these Terms and Conditions, and that this agreement constitutes a "writing signed by you" under any applicable law or regulation, (b) you consent to the electronic delivery of the disclosures contained in these Terms and Conditions, (c) you authorize ECHO to make any inquiries we consider necessary to validate your dispute, which may include ordering a credit report and performing other credit checks or verifying the information you provide against third party databases, and (d) you authorize ECHO to initiate one or more authorized ACH entries (debits withdrawals – credits - deposits) for the specified amount(s) from your bank account, and you authorize the financial institution that holds your bank account to deduct or add such payments. 2. Customer Service. All questions relating to any payments made using your bank account should be directed to ECHO, and not to the financial institution that holds your bank account. You may contact us by calling us at 1-888-834-3511 x106, or by writing to us at CS_Requests@EchoHealthInc.com.
3	3. Error Resolution Policy. If you believe that any payment transaction initiated by ECHO (or its agent) with respect to your bank account is erroneous, or if you need more information about any such transaction, you should contact us as soon as possible by
•	I accept the above Terms and Conditions
	Accept

b. Confirmation of Account. After clicking on "Accept", you are directed to the ping verification page (see Figure 3) to enter your Tax ID (TIN) and Deposited Amount (ping).

	Figure 3
CONFIRMATION OF ACCOUNT	
Please enter the TIN and the Deposited Amoun	nt below to confirm correct Account creation.
Account Information	
Tax ID:	
Deposited Amount:	
	Submit

[Click here to return to Table of Contents]

TOPIC (continued)

When you have submitted a valid TIN and deposit amount, the "CONFIRMATION OF ACCOUNT" screen (Figure 4) is displayed.

	Figure 4
CONFIRMATION OF ACCOUNT	
Please enter the TIN and the Deposited Amount be	elow to confirm correct Account creation.
Account Information	
TIN:	
Deposited Amount:	
0.08	
	Submit
Congratulations! Your Account Information electronically.	n matches with ours, your TIN from now on will receive payments
If you have already registered with Provide	erPayments.com then please continue to utilize your existing ID.
f you have not registered then your crede	ntials will automatically be emailed to you in the next few minutes.

FIRST-TIME USERS – REGISTER / CREATE A NEW ACCOUNT PAGE

First-time users will need to register. Once you have successfully registered, you will be able to log in on the main page.

To register, click on the link shown in Figure 1: "If you have not yet registered for the Provider Payments Portal, you can register now by clicking <u>here</u>."

Clicking on the link opens the "Create a New Account" page shown in Figure 5. When filling in the form, be sure to follow the instructions appearing to the right of the fill-in boxes.

[Click here to return to Table of Contents]

EATE A NEW ACCOUNT		
 <u>Click here</u> for more help. 		
Account Information		
Username:	Choose a username that is at least four (4) characters	
Username	long. You may use numbers and/or letters.	
E-mail:	An e-mail address is needed so that your password	
email@webserver	can be e-mailed to you if you forget it.	
Password:	· · · · · · · · · · · · · · · · · · ·	
•••••	Choose a password that is at least eight (8)	
	characters long. You must include at least one number (1.2.3) and one special character (1.0 $\#$)	
Contirm Password:	and may use either upper or lowercase letters. Your	
Tax Identification Number	password will be case-sensitive.	
(TIN):	Vour O digit Toy Identification Number (TINI) straight	
00000000	Your 9-aigit Tax Identification Number (TIN) should be entered without any spaces or hypens (-)	
Durft Number	be entered without any spaces of hypens ().	
	ECHO Draft Numbers are nine (9) digits long and	
00000000	contain no spaces or letters.	
Draft Amount:	The Draft Amount should be entered without the	
00.00	dollar sign (\$)	

INQUIRY PAGE

When you have logged in, you will see the Inquiry page that lists the most recent payment documents delivered via ECHO (see Figure 6). You can also page back, allowing you to review up to the 48 most recent documents.

Additional capabilities include the following:

- » Produce a printable PDF copy of the remittance by clicking on the "EPP" link.
- » Select the "835" link to view the associated 835 file.
- » View the settlement status (including an image of the cleared check for payments issued on paper) via the links in the "Settlement" column.

[Click here to return to Table of Contents]

Velcome, janetest Inquiry Advanced Search Adv1 Additional TINs View 1099s Mr Account Help L								
	Select Inv:	Provider Marrie.				Î.		
٠	Document	Document ID	Payor	Payment Amount	Image of Document	Settlemen		
8	01-17-2014			\$0.00	EPP 835	N/A		
Ð	01-17-2014			\$51.36	EPP 835	2014-01-1		
	01-16-2014			\$58.47	EPP 835	2014-01-1		
0	01-16-2014			\$496.84	EPP 835	2014-01-1		
0	01-16-2014			\$0.00	EPP 835	N/A		
0	01-16-2014			\$222.73	EPP 835	2014-01-1		
	01-15-2014			\$758.31	EPP 835	2014-01-1		
	01-15-2014			\$0.00	EPP 835	N/A		
8	01-15-2014			\$0.00	EPP 835	N/A		
Ð	01-15-2014			\$2,532.56	EPP 835	2014-01-1		
Ð	01-15-2014			\$2,233.64	EPP 835	2014-01-1		
	01-15-2014			\$0.00	EPP 835	N/A		
	01-15-2014			\$4,239.00	EPP 835	2014-01-1		

ADVANCED SEARCH PAGE

Choose the "Advanced Search" option in the menu bar near the top of the Inquiry page (Figure 6).

		Figure 7	
\sim			
LECH			
elcome, janetest	Inquin	Advanced Search Add Additional	LTINS View 1999s My Account Hele Log
Select TIN:	Select Type:	Search Criteria:	
•	Patient Account Number *		Search
	Certificate Number Claim Number		
	ECHO Draft Number Payor Check Number Deposit Amount		
	Optum ID Production Date		
	Claim Payment Date		

A dropdown menu in the Advanced Search allows the user to select the search criteria:

- » Patient Account Number
- » Certificate Number (patient's insurance card number or SSN)
- » Claim Number
- » ECHO Draft Number (either the check number or the EFT number)
- » Payor Check Number (check number assigned by TPA's adjudication system)
- » Deposit Amount (total amount of the bulk check or electronic funds transfer)
- » Optum ID (for payments sent by Optum)
- » Production Date
- » Claim Payment Date
- » Echeck Date

[Click here to return to Table of Contents]

ADD NEW TIN: USERS POSTING PAYMENTS ISSUED TO MULTIPLE TAX ID NUMBERS

Update your username / password to enable access to multiple Tax ID Numbers by clicking the "Add Additional TINs" link in the top menu bar, Inquiry page (Figure 6). This will open the screen shown in Figure 8.

DD A NEW TIN		
se the form below to add	new TIN to your accou	int.
Account Information —		
I have a Payment	have No Payment	
Draft Number		
Draft Numbe	t:	
Draft Amoun		

Choose the "I have a Payment" button. The 9-digit Tax Identification Number (TIN) you wish to add must be entered without any spaces or hyphens (-). Enter the ECHO Draft Number and Draft Amount for a payment that was issued to the TIN you registered.

If you do not have a draft available, choose the "I have No Payment" button (Figure 9). You can set up a new TIN by entering its 9-digit number (no spaces or hyphens) and the "Patient Account Number".

ADD A NEW TIN	
Use the form below to ac	d a new TIN to your account.
Account Intermation	
Account information -	
- Account information -	I have No Payment
I have a Payment	I have No Payment
I have a Payment	I have No Payment TIN:
I have a Payment of Patient Account Num	I have No Payment TIN:
I have a Payment Patient Account Num	I have No Payment TIN: ber:

Once you have successfully added the TIN, the Inquiry page (Figure 6) will show the most recent claims across all of the TAX ID Numbers registered to your username. The Advanced Search options will also search across all of the TINs for which you are registered.

[Click here to return to Table of Contents]

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VIEW 1099S

From the top menu bar on the Inquiry page (Figure 6) select the "View 1099s" link to see your 1099s by TIN (Figure 10). Click on the "View" link (in the "Link to 1099" column) to see the 1099. Be sure to disable pop-up blockers in your browser to allow this feature.

ÛÈC	снс	<u>]</u> ®		Fig	gure 10					
elcome, tim 1099 - Adv	a anced Search		Inquiry	Advanced S	earch Add Add	tional TINs	View 1099	s <u>Change</u> l	Password	l 114810 Lo
Select Th 06025077	N : 3 •		Select Year: 2012 •							
Payment Year	Payer TIN	Payer Name	Payment Amount	<u>Tax</u> Withheld	Payer Street	Payer City	Payer State	Payer Zip	Payer Phone	Link to 1099
2012	341858379		\$8,569.92	\$0.00		WESTLAKE	OH	44145		View
2012	351846036		\$26,338.36	\$0.00		LANCASTER	PA	176083301		View

MY ACCOUNT

To update your password, account contact information and email preferences, select the "My Account" link from the top menu bar of the Inquiry page (Figure 6). The screen shown in Figure 11 will appear to allow changes. When finished, click the "Update" button.

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ACCOUNT		
User Details		
User Name:	unetest	
Email:	janedavis1970@yahoo.com	
Phone Number:		
Fax Number:		
Contact First Name:		
Contact Last Name:		
Preferred Contact Method:	Email Phone	
Preferred Notification Select	tion :	
One Email: 😗	⊖Yes ®No	
Electronic 1099 Acceptance:	Yes * No	
Payer Documents without Payments Notices:	©Yes ⊛No	
Quick Remit Notices:	⊖ Yes ® No	
835 Distribution Notices:	* Yes O No	
ACH Payment Notices:	* Yes O No	
Paper Check Notices:	⊖ Yes ® No	

[Click here to return to Table of Contents]