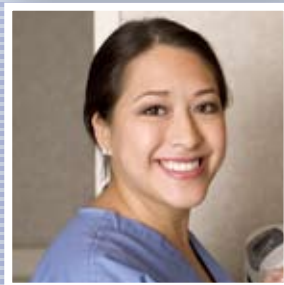
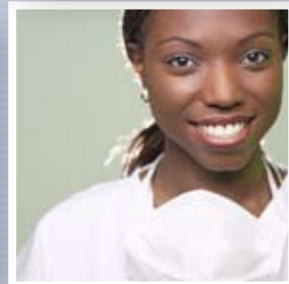
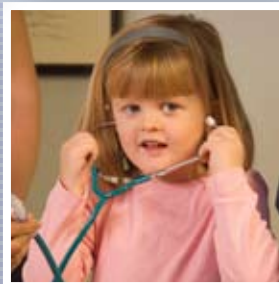


TRICARE

WEST REGION

# Electronic Data Interchange



**WPS**  
HEALTH INSURANCE®

Electronic Data Services  
1717 W. Broadway  
P.O. Box 8128  
Madison, WI 53708-8128  
[www.wpsic.com/edi/edi\\_home.shtml](http://www.wpsic.com/edi/edi_home.shtml)

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## Getting Started with Electronic Claims Filing

Wisconsin Physicians Services' (WPS) EDI Marketing Handbook provides you with essential information about electronic processing of your TRICARE West Region claims transactions.

WPS is TriWest's partner for claims processing. WPS has extensive experience with every aspect of claims processing activities, including the development of electronic claims submission options. WPS staff is skilled in working with a variety of provider clearinghouses, billing services, and software vendors.

Our primary goal is to assist you in determining the best possible Electronic Data Interchange (EDI) submission option for your office. To help you choose the right EDI submission option for you, our Handbook is designed to provide a detailed explanation of each available option. Choosing one of these EDI options assures you that you receive ample assistance from WPS throughout the claims filing process.

Please refer to the EDI Options section of your Handbook or contact the WPS EDI department for additional assistance in selecting the EDI option that fits the needs of your provider practice. It is our intention to make your EDI conversion as seamless and efficient as possible by providing submission options that fit the needs of every provider practice.

**Phone:** 1-800-782-2680 option 4

**Fax:** 1-608-223-3824

**Email:** EDI@wpsic.com

**Web:** [www.wpsic.com/edi/edi\\_home.shtml](http://www.wpsic.com/edi/edi_home.shtml)

**Mail:** WPS Electronic Data Services  
P.O. Box 8128  
Madison, WI 53708-8128

As a reminder, TRICARE West Region network providers are required to file all claims electronically.



## **Do You EDI?** **Faster Payments. Immediate Verification. Cost Savings.**

Is cash flow important to you? Are you crunched for time? Are you looking for a way to expedite your TRICARE claims processing while saving money and speeding up the reimbursement process? Electronic Data Interchange or EDI is the perfect solution!

Just choose from one of our available EDI options and start filing your claims the easy, electronic way. WPS handles everything else. It's that simple!

WPS offers decades of experience in EDI. Our personalized EDI service and EDI systems are designed to catch errors before inaccurate or incomplete claims are entered into the processing cycle, which takes the pressure off you!

WPS accepts direct submission of EDI claims 24-7. EDI claims are processed quickly, which means you'll get reimbursed more quickly. And you'll experience lower administrative costs, reduced postage costs and mailing time by using EDI. You will also receive immediate feedback with every step of the electronic claims processing cycle.

So if cash flow is important to you, use EDI and receive most reimbursements in 10 working days or less.

### **EDI – The Choice is Yours**

#### **Choose from one of the following EDI Options:**

- Internet claim entry. Professional and institutional providers can enter and submit TRICARE West Region claims online over the TriWest secure Web site and receive an immediate processing response. Our claim entry screens have been designed to contain only the data that TRICARE requires for claim processing.
- WPS' free EDI software PC-Ace. Our claim entry software provides a stand-alone solution that creates a patient database and allows claim entry and claim transmission to WPS.
- Clearinghouse or billing service that is approved by WPS to submit TRICARE West Region claims electronically.
- EDI software program from a vendor whose software has been approved for TRICARE West Region electronic claims submission.

If you choose option 3 or 4 above, our EDI Connection publication provides information to assist you in making an informed vendor or clearinghouse selection.



# TriWest Secure Web site

WPS is pleased to offer services through the TriWest Web site – a comprehensive, secure Web site and your primary TRICARE West Region information source for patient and claim data.

With [www.triwest.com](http://www.triwest.com) you enter a whole new world of efficiency and accuracy. Registering at [www.triwest.com/provider](http://www.triwest.com/provider) allows you to:

- Verify patient eligibility
- Research covered benefits and check referral/ authorization and medical review requirements for specific codes
- Submit referrals/authorizations online and check their status regardless of how the request was submitted
- Submit claims online and check claim status regardless of how the claim was submitted
- Download remittance advices

In short, [www.triwest.com](http://www.triwest.com) can lighten your workload in many ways.

## Patient Eligibility Verification

Our eligibility verification process allows you to quickly and easily confirm TRICARE eligibility for your patients, including whether a deductible has been met, or if the catastrophic cap has been satisfied.

## Online Referrals and Authorizations

Once you become a registered user of the secure provider portal, you can begin submitting referrals and authorizations within 24 hours. In most cases, you will get an almost immediate response to your online referral and authorization requests.

Regardless of how you submit your request, you can view the real-time status of your request online. In some cases, you could even give the beneficiary a copy of their approved request before they leave your office.

## Claim Entry

Professional, hospital and ancillary providers can enter and submit TRICARE West Region claims online in a real-time setting and receive an immediate processing response. Our claim entry screens have been designed to contain only the data that TRICARE requires for claim processing.

## Claim Status Check

With the Internet claim status check, you'll receive detailed information about the payment of your previously processed claims and you'll be able to print or download a remittance advice.

To learn more about how Internet claim entry can benefit your office, visit us on the Web at [www.triwest.com](http://www.triwest.com) or contact our EDI department at:

**1-800-782-2680**

*Get started today! Register Today!*

**Government regulations require to use 128-bit encryption to safeguard the private information in this site.**

**In order to access the secure portions of this site, you must use a browser that supports 128-bit encryption and has cookies enabled. Strong encryption protects the privacy and security of your account information.**



# PC-ACE PRO32 Software for Windows

## Electronic Claim Filing Made Easy for TRICARE

### ELECTRONIC is EASY!

If your TRICARE claim volume isn't large enough to warrant purchase of practice management software, then PC-Ace Pro32 may be the perfect claim submission solution for your office.

The claims entry component of PC-Ace Pro32 is a "stand alone" software package that creates a patient database and allows claim entry and claim transmission to WPS.. PC-Ace Pro32 is offered at no charge for TRICARE West Region providers.

### PC-ACE PRO32 Claim Types

All professional and institutional claims, as well as these special claim types can utilize our EDI program:

- Eye exams
- Mental health
- Physical therapy
- DME
- Podiatry
- Ambulance

### System Requirements

Your computer must meet these minimum requirements before your office can use PC-Ace Pro32 for claim entry.

- IBM compatible Pentium 133 MHz processor
- Windows 95, 98, 2000, ME, XP, Vista or Windows NT 4.0 Operating System  
\*\*PC-Ace Pro32 will not work with Macintosh's Operating System\*\*
- CD-ROM Drive (only necessary if you do not have access to the internet)
- 64 MB system memory
- Hayes-compatible modem with minimum speed (baud) of 9600 (only necessary if using the BBS instead of Secure FTP)
- SVGA monitor with minimum resolution of 800 x 600 (very important)
- Adobe Acrobat Reader version 4.0 or later.

### System Features

The claims entry component of PC-Ace Pro32 has many built in features designed to lighten your office's workload by eliminating unnecessary clerical effort. These are some of the valuable options that PC-Ace Pro32 provides:

- Enter patient information
- Enter claim information
- Procedure code file
- Claims register summary report

### Enter Patient Information

This feature allows your office to build permanent patient files that contain TRICARE insurance information. This information is automatically transferred to each claim entered on PC-Ace Pro32, which creates important time savings for your office.

### Enter Claim Information

This feature allows your office to key TRICARE claims onto a claim screen that represents the fields found on professional or institutional forms. Your patient's Insurance ID is your key to accessing patient information. By simply entering the Insurance ID, PC-Ace Pro32 automatically completes all required information in these areas (As explained in the above paragraph, "Patient Information".) This procedure eliminates the need to re-key patient information on every claim.

### Claims Register

This feature creates a summary report of the claims you will be submitting electronically. You will have the option to send this report to your screen, disk, or printer. By sending this report to your printer, you will create a hard copy of the claims submitted electronically for your own records.



## Procedure File

This feature allows the entry of all procedure code descriptions and fee amounts. The procedure file provides a keying check and eliminates the need to re-key billed amounts for each line item. PC-Ace Pro32 does this automatically, based on the procedure code.

## Claim Submission Media

Claim files can be transmitted through our Secure FTP process or the WPS Bulletin Board System (BBS). Submit your claims 24 hours a day, seven days a week. Also view or download your transmission verification reports and claims acceptance reports. PC-Ace Pro32 software includes free World Group Manager telecommunications software for connecting to the WPS BBS.

## Software Training

Once your office has returned the EDI enrollment paperwork and has downloaded the PC-Ace Pro32 software, you are ready to begin self-study training.

Our Users Guide will allow you to train your office staff at your own learning pace without leaving the office. Refer to our Web site at [www.wpsic.com/edi/edi\\_home.shtml](http://www.wpsic.com/edi/edi_home.shtml).

The Users Guide will instruct your office staff on how to install PC-Ace Pro32 software and how to enter sample claims and build various files. You will also learn the claim transmission process by using your selected transmission media.

Immediately following your training, you will prepare a batch of “test” claims and transmit them via modem or Secure FTP to WPS. Our staff will ensure that all important claim data is being correctly submitted and will review this test batch. Once approved, you can begin transmitting live claim data.

## PC-ACE Includes

- PC-Ace Pro32 installation CD (only necessary if you do not have access to the Internet)
- PC-Ace Pro32 User Guide featuring step-by-step instructions for the installation and use of this software
- Telephone support by WPS Electronic Data Services Help Desk staff
- Periodic software and Users Guide updates

## Electronic Data Services (EDI)

If your office would like to begin using PC-Ace Pro32 software, please complete the following:

- Register on WPS Trading Partner System (WTPS) as described on page 7
- Choose submission method
  - Secure FTP or
  - EDI Bulletin Board System
- Download User Guide
- Complete EDI enrollment form if Non-network provider.

Please refer to our web site at [www.wpsic.com/edi/tools.shtml](http://www.wpsic.com/edi/tools.shtml).

# Clearinghouses, Billing Services & Approved Vendors

The majority of TRICARE trading partners today use an approved clearinghouse to submit their claims electronically.

A clearinghouse is an agent between a provider and a payer that takes claims and other electronic data from providers, verifies the data integrity of the information, and forwards the proper transactions to the payers. More than a transfer station, a clearinghouse acts as a fact-checker and a data format translator. It accepts and forwards electronic transmissions to insurance companies. The clearinghouse formats the data into the HIPAA 837 format, then batches the claims by payer and transmits them to each payer. It is an entity providing electronic connectivity to any number of payers. Providers can transmit all claims directly to a clearinghouse. Some Practice Management System vendors also provide clearinghouse services.

There are many software products available on the market through software vendors. The software products range from simple claims batching programs to full featured practice management systems that allow medical practices to input patient data, create electronic claim batches, post payment information retrieved from an electronic remittance advice and produce billing statements. Many vendors' products allow the user to bill multiple payers, which is a benefit to some providers.

An "Approved Vendor" is a vendor who has software that has been tested and approved to ensure that the file generated by the product can be successfully accepted and satisfactorily pass our front end editing. Approved vendors currently have clients using their product to submit claims to us.

The WPS Electronic Data Services Department has provided you with a guide to approved clearinghouses, billing services and software vendors for electronic claims who have successfully tested products producing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) X 12N 837 format for TRICARE West Region by electronic media to WPS. These firms have developed SOFTWARE PROGRAMS for in-house computer billing and/or are BILLING SERVICES.

This listing should not be construed as recommendation or sponsorship by WPS for any of the organizations that appear on this listing. Specific services and financial arrangements must be made between vendor/billing service and provider/supplier. WPS will not be a party to any such arrangements. This listing is arranged alphabetically and is being provided to you solely for your convenience.

This listing which is called "The EDI Connection," can be found on our Web site at [www.wpsic.com/edi/edi\\_home.shtml](http://www.wpsic.com/edi/edi_home.shtml).



## WPS Direct Submission

Choose direct EDI submission by selecting a software vendor with an approved TRICARE EDI program, or develop your own software program using HIPAA-standard format specifications. Our EDI connection provides a complete list of approved vendors.

Once you have determined what EDI software/program you will use, WPS offers two submission media – our Bulletin Board System (BBS) or secure FTP process.

### MOVEit – Claims Submission via Secure FTP

In addition to asynchronous telecommunications (BBS), WPS also offers an alternative submission media that uses a secure FTP process over the Internet. This process, called MOVEit, allows file transfers for your TRICARE transactions in a secured environment.

How do you connect with MOVEit? All that's needed is a web browser and Internet access. Your web browser will give you the option of installing an ActiveX or Java applet to assist in file uploads. Many other forms of FTP clients that utilize SSH or SSL can also be used for connectivity to WPS using MOVEit.

### EDI Bulletin Board System (BBS)

WPS is currently using the EDI Bulletin Board System (BBS) to receive your electronic claims through asynchronous telecommunications. The BBS also allows you to receive reports from WPS, and download transactions such as electronic remittance advice.

The WPS BBS currently supports multiple EDI functions including:

- TRICARE, Medicare Parts A/B, and WPS commercial insurance electronic claim filing
- Electronic claim batch and error reports for all lines of business
- TRICARE, Medicare and WPS commercial insurance electronic remittance (X 12 835)

The WPS Bulletin Board System (BBS) is your claims transmission path. The BBS enables you to send your claims electronically 24 hours-a-day, 7 days-a-week.

### EDI Set-up with WPS – WTPS Self Registration

All providers that choose to submit EDI transactions directly to WPS will need to complete a self-registration process on our WPS Trading Partner System (WTPS) to prepare for transaction testing and production claim submission. WTPS provides around-the-clock self-registration capabilities for new EDI trading partners. WTPS also allows our trading partners to monitor the authorized entity for which they bill, and to monitor and update the transaction types they submit to/receive from WPS.

WTPS is located at the following URL: <https://corp-ws.wpsic.com/apps/wtps-web/unauth/wtps.do>.

After registration has been completed on WTPS, we will send you the appropriate submitter ID and password information to connect to our WPS Bulletin Board System through asynchronous telecommunications (or our secure FTP process if you select that option during registration), along with the appropriate users guide.

Providers without Internet access may register for EDI by contacting us at 1-800-782-2680.

### The EDI Submission Process

When you establish connectivity to the WPS BBS (or secure FTP process) with your submitter ID and password, and send an X 12 837 claim file, you will receive immediate acknowledgment that your file has been received together with an X 12 997 transaction. Your EDI error report will be available for download within one business day.



# EDI Enrollment Process

The following is a brief description of the EDI enrollment process based on the claim submission option selected by your office. Questions regarding the enrollment process may be directed to WPS at 1-800-782-2680.

## **I have decided to submit my TRICARE West Region claims through a clearinghouse or billing service.**

1. Consult our EDI Connection to ensure your selected clearinghouse/billing service has been approved by WPS for TRICARE West Region EDI transactions.
2. Contact your clearinghouse or billing service to complete any necessary enrollment process or system set-up they may require.
3. Complete the TRICARE WEST REGION PROVIDER AGREEMENT TO TRANSMIT ELECTRONIC MEDIA TRICARE CLAIMS TO WPS INSURANCE CORPORATION and fax it to WPS at 608-223-3824 or email to [edi@wpsic.com](mailto:edi@wpsic.com)\*

## **I have decided to submit my TRICARE claims directly to WPS using a vendor software program.**

1. Complete a self-registration on the WPS Trading Partner System (WTPS) at <http://corp-ws.wpsic.com/apps/wtps-web/unauth/wtps.do>. Providers that do not have Internet access to complete self-registration should complete the WPS TRADING PARTNER PROFILE and fax it to WPS at 608-223-3824 or email to [edi@wpsic.com](mailto:edi@wpsic.com).\*
2. Complete the TRICARE WEST REGION PROVIDER AGREEMENT TO TRANSMIT ELECTRONIC MEDIA TRICARE CLAIMS TO WPS INSURANCE CORPORATION and fax it to WPS at 608-223-3824 or email to [edi@wpsic.com](mailto:edi@wpsic.com).\*
3. Create a test file and submit test file to WPS using your selected transmission media (the WPS BBS or MOVEit secure FTP process).

## **I have decided to submit my TRICARE West Region claims using Internet claim entry.**

1. Go to [www.triwest.com/provider](http://www.triwest.com/provider) to register on the secure provider web site.
2. Complete the TRICARE WEST REGION PROVIDER AGREEMENT TO TRANSMIT ELECTRONIC MEDIA TRICARE CLAIMS TO WPS INSURANCE CORPORATION and fax it to WPS at 608-223-3824 or email to [edi@wpsic.com](mailto:edi@wpsic.com).\*

## **I have decided to submit my TRICARE claims using WPS' PC-Ace Pro32 software program.**

1. Complete self-registration on the WPS Trading Partner System (WTPS) at <http://corp-ws.wpsic.com/apps/wtpsweb/unauth/wtps.do>. Providers that do not have Internet access to complete self-registration should complete the WPS TRADING PARTNER PROFILE and fax it to WPS at 608-223-3824 or email to [edi@wpsic.com](mailto:edi@wpsic.com).\*
2. Complete the TRICARE WEST REGION PROVIDER AGREEMENT TO TRANSMIT ELECTRONIC MEDIA TRICARE CLAIMS TO WPS INSURANCE CORPORATION and fax it to WPS at 608-223-3824.\*
3. WPS will send you the PC-ACE PRO32 USER GUIDE with step-by-step instructions on how to download the software to your system and enter patient and claim data. Please contact our EDI Help Desk at 1-800-782-2680 option 2 with any software support questions.
4. Create a test file and submit test data to WPS using your selected transmission media (the WPS BBS or MOVEit secure FTP process).

\*In most cases, TRICARE West Region Network providers do not need to complete an EDI agreement



## Electronic Remittance Advice (835)

### Electronic Remittance Advice is available for TRICARE.

Electronic Remittance Advice (ERA) is an electronic version of your Explanation of Benefits and allows you the ability to automatically post your accounts, minimizing data entry by eliminating your manual posting procedures. ERAs are available to TRICARE WEST REGION providers.

When you choose to receive electronic remittance, your files will be sent to you in the ANSI (American National Standards Institute) X12 835 format, version 4010A1, and can be downloaded from the WPS Bulletin Board System (BBS), or through our secured FTP process.

Due to HIPAA requirements, only one submitter ID per provider number may be established for ERA. An original or faxed copy of the ERA form will be accepted. The implementation guide for the 835 is available at [http://www.wpc-edi.com/hipaa/HIPAA\\_40.asp](http://www.wpc-edi.com/hipaa/HIPAA_40.asp).

To enroll, please complete the TRICARE Provider Authorization for Electronic Remittance Advice found on our web site at [www.wpsic.com/edi/edi\\_home.shtml](http://www.wpsic.com/edi/edi_home.shtml).

Wisconsin Physicians Service  
Electronic Data Services  
P.O. Box 8128  
Madison, WI 53708-8128



## Secondary Claims - TRICARE

### Great news! TRICARE West Region accepts secondary claims electronically.

The paper Explanation of Benefits you receive from the primary payer does not need to be sent with electronic claims, although certain information from the Explanation of Benefits (e.g., primary payer amount paid and allowed amount) will need to be reported in the electronic transaction.

You can choose from one of the following options:

1. Online via [www.triwest.com](http://www.triwest.com)
1. Log on to the secure area of [www.triwest.com](http://www.triwest.com)
2. Enter patient and claim data
3. Select "Yes" to the question: "Does Patient have OHI?"
4. Enter OHI allowed amount: OHI Paid Amount and the OHI Payment Reason from the drop down list
5. Once you have completed entering this service level data, select the "Submit" button.
2. Through an EDI clearinghouse or vendor

The 837 professional and institutional Implementation Guides provide instructions for submitting secondary claims electronically. Our WPS-TRICARE West Region companion guide provides additional information, and is located at [www.wpsic.com/edi/edi\\_home.shtml](http://www.wpsic.com/edi/edi_home.shtml).

Your practice management system vendor or clearinghouse should be able to assist you with electronic submission of these claims.

For additional information, contact an EDI consultant at 1-800-782-2680. Wisconsin Physicians Service  
Electronic Data Services  
P.O. Box 8128  
Madison, Wisconsin 53708-8128





Dear TRICARE West Region Provider:

Thank you for choosing electronic submission for your healthcare claims. WPS Insurance Corporation requires that all new electronic providers/groups sign, and have on file, a "Provider Agreement to Submit Electronic Media TRICARE Claims" prior to claims submission. We request that you complete and return the agreement form, including this cover letter, to our office. This TRICARE EDI Agreement is for the West Region, which includes the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming and the western tip of Texas.

Effective 9/1/2006, if you are a new TriWest Network provider, you are not required to complete and return this provider agreement form, as your network agreement includes EDI claims submission language. If you have been a network provider prior to September 1, 2006, we request that you complete and return this Provider Agreement form, including this cover letter, to our office.

An organization that has several providers can execute a single Provider Agreement form on behalf of the group. Only one authorizing individual is needed to sign the agreement for a Clinic/Group. However, we do need a complete list of all locations and providers for which you will be billing. Please include this as an attachment. In addition to the agreement, the following information is needed (please print):

<b>NPI Number:</b>	
<b>Billing Provider name:</b>	
<b>Claim type (select one or both);</b> <input type="checkbox"/> <b>Professional</b> <input type="checkbox"/> <b>Institutional</b>	
<b>Contact name:</b>	<b>Phone number:</b>
<b>Contact e-mail address (Required):</b>	<b>Fax number:</b>
<b>Service Facility Location(s):</b>	
<i>NOTE: If you have multiple physical locations, please attach a list including the associated billing address &amp; NPI for each</i>	

**Please indicate your EDI submission option:**

- Billing service/clearinghouse** (please indicate name): \_\_\_\_\_
- TriWest.com Internet claim entry**
- Direct filing using a vendor-supplied EDI software program and transmitting from your site**  
**Indicate name of vendor:** \_\_\_\_\_  
**Indicate submission media:**  WPS Bulletin Board System                       WPS-batch Internet submission
- Direct filing using PC-Ace software** (free claim-entry/submission software supplied by WPS)  
**Indicate submission media:**  WPS Bulletin Board System                       WPS-batch Internet submission

If any of the **direct filing** options are selected above, please register as a submitter through the WPS Trading Partner System (WTPS) at <https://corp-ws.wpsic.com/apps/wtps-web/unauth/wtps.do>. If you have already registered as a submitter, please provide the submitter number assigned \_\_\_\_\_. If you need assistance with registration, please contact WPS Electronic Data Services at 800-782-2680, option 4.

\*Please note: A faxed copy or original will be accepted. Please mail or fax your completed agreement to:

WPS Electronic Data Services	Fax: (608) 223-3824
P.O. Box 8128	Email: edi@wpsic.com
Madison, WI 53708	

**For Office Use Only**

Tax ID. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Sub # \_\_\_\_\_ CH \_\_\_\_\_ Direct \_\_\_\_\_ TriWest.com \_\_\_\_\_ 700 Elig on PDS \_\_\_\_\_

Net after 9/1/06 \_\_\_\_\_ Access Database \_\_\_\_\_ ALS \_\_\_\_\_ App Dt \_\_\_\_\_

Orig Sub # \_\_\_\_\_ New Sub # \_\_\_\_\_ Memo \_\_\_\_\_ ERAU \_\_\_\_\_ Initials \_\_\_\_\_

## **PROVIDER AGREEMENT FOR TRANSMISSION OF ELECTRONIC MEDIA TRICARE TRANSACTIONS TO WISCONSIN PHYSICIANS SERVICE INSURANCE CORPORATION**

This Provider Agreement for Transmission of Electronic Media TRICARE Transactions to Wisconsin Physicians Service Insurance Corporation (this "Agreement") is entered into between the undersigned health care provider ("Provider") and Wisconsin Physicians Service Insurance Corporation ("WPS") and is effective as of the last date it is signed below.

Provider acknowledges that WPS has entered into a subcontract with a TRICARE Managed Care Support Contractor (the "Contractor") and that the terms and conditions set forth below are necessary for the electronic transmission and submission by Provider and WPS of health care transactions with respect to the U.S. Department of Defense TRICARE program.

1. In submitting electronic transactions, Provider will follow the specifications required by the most current version named under the HIPAA Transactions and Code Sets rules.
2. For claim transactions, Provider agrees that each and every claim submitted via electronic media, for all legal and other purposes, will be considered to be signed by Provider or Provider's authorized representative.
3. For claim transactions, Provider agrees to maintain a patient signature file. Provider understands WPS may validate through file audits those claims submitted via electronic media which are included in any quality control or sampling method requested by WPS. Provider understands that if no signed authorization is on file, an authorization must be obtained by the Provider from the patient prior to electronic submission to WPS.
4. Provider acknowledges that WPS shall have no obligation with respect to the content of the information in claims to verify, check or otherwise inspect the information supplied by Provider. Provider further acknowledges that the Contractor is solely responsible for determining the completeness, accuracy and validity of the information and claims and that source documents for claims data are the responsibility of Provider.
5. WPS may apply edits as defined in the X12 ASC Implementation Guide or the WPS-TRICARE Companion Guide against any transaction. Provider understands that WPS will accept all valid transactions which meet such edit requirements and return errant transactions for correction.
6. This Agreement will terminate automatically at the termination of WPS' subcontract with the Contractor.
7. All notices under this Agreement and correspondence with WPS on technical systems matters shall be sent by Provider to:  
  
Wisconsin Physicians Service  
Electronic Data Services  
P.O. Box 8128  
Madison, Wisconsin 53708-8128
8. This Agreement may not be modified or changed orally. All modifications must be in writing signed by both parties and must be consistent with WPS' obligations under its subcontract with the Contractor and with applicable federal law.
9. This Agreement shall be binding upon the successors or assigns of the parties. However, it shall not be assigned by either party without the written consent of the other party; such approval shall not be withheld unreasonably.
10. It is agreed that the relationship of the parties is that of independent contractors. Neither party is acting as the agent, partner or employee of the other party.
11. By executing this Agreement below, the parties agree to all of the terms and conditions of the Agreement. Provider further agrees to begin to transmit claims electronically to WPS only after Provider has received a written notice from WPS stating permission to do so has been granted.

WISCONSIN PHYSICIANS SERVICE  
INSURANCE CORPORATION

\_\_\_\_\_  
Name of Provider

\_\_\_\_\_  
Tax ID Number of Provider

\_\_\_\_\_  
NPI Number of Provider

\_\_\_\_\_

\_\_\_\_\_  
Provider Payment Address

By \_\_\_\_\_  
Signature and Title of Provider  
or Authorized Officer

Date \_\_\_\_\_

By \_\_\_\_\_  
WPS Authorized Signature

Date \_\_\_\_\_



TRICARE
PROVIDER AUTHORIZATION FOR WPS
ELECTRONIC REMITTANCE ADVICE

Due to privacy regulations, this request must be submitted by the provider's office or authorized billing agent.

\*Check all that apply:

TRICARE West Region TRICARE For Life TRICARE Overseas

The only version of electronic remittance available is 4010A1.

ERA PROVIDER INFORMATION

\*PROVIDER/FACILITY NAME:

\*PROVIDER/FACILITY TAX ID:

List below NPI's and correlating physical location requesting an electronic remittance advice (attach additional sheet if necessary.)

Table with 3 columns: GROUP NPI, \*PHYSICAL LOCATION, \*PAYMENT LOCATION. Rows 1-4.

If you add an additional service location in the future and wish to receive ERA for this new location, go to our EDI web site at http://www.wpsic.com/edi/tricare.shtml and download another form.

\*REQUIRED



## ERA REQUESTER INFORMATION

\*Requesters Contact Name: \_\_\_\_\_

\*Requesters Phone #/Email Address: \_\_\_\_\_

**\*Print Provider Authorized Name:** \_\_\_\_\_

**\*Authorized Signature:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

## EDI CLAIM INFORMATION

Who submits your EDI claims? Submitter #: \_\_\_\_\_

## ERA RECEIVER INFORMATION

### Who will be receiving your ERAs?

\*Electronic Claim Payment/Advice Receiver # \_\_\_\_\_

If you don't use a Clearinghouse and receive your ERA's directly, what is your Receiver ID: \_\_\_\_\_

If you wish to receive ERA's (ANSI 835 file) direct to your office. *if you haven't already*, please register for a trading partner/ERA receiver number at; <https://corp-ws.wpsic.com/apps/wtps-web/unauth/wtps.do>. Place 5 digit assigned trading partner number in the field: \_\_\_\_\_

If you don't know your Clearinghouse Receiver ID, contact your Clearinghouse.

\*Billing Service/Clearinghouse Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone#: \_\_\_\_\_

Contact Email address: \_\_\_\_\_

\*Date to begin ERA: \_\_\_\_\_

***Due to HIPAA requirements, only one submitter ID per provider number may be established for ERA. The submitter ID on this request will be the only recipient of ERA for the provider(s) listed.***

***An original or faxed copy will be accepted. Please mail or fax your completed agreement to:***

Wisconsin Physicians Service  
Electronic Data Service  
P.O. Box 8128  
Madison, WI 53708-8128  
Fax (608-) 223-3824

**\*REQUIRED**



**Electronic Claims**

**1-800-782-2680**

**[www.wpsic.com/edi/edi\\_home.shtml](http://www.wpsic.com/edi/edi_home.shtml)**