
AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS TRANSFER (EFT)

WPS Commercial providers must be submitting electronically and be receiving Electronic Remittance Advise (ERA) in order to receive Electronic Funds Transfer (EFT).

***Note: This does not include WPS Commercial Family Care Programs.**

Please complete the attached form to enroll for Electronic Funds Transfer for WPS Commercial.

Return completed forms, with original signatures, to:

**Wisconsin Physicians Service
Electronic Data Service
P.O. Box 8128
1717 W. Broadway
Madison, WI 53708-8128**

INSTRUCTIONS FOR COMPLETING THE EFT AUTHORIZATION AGREEMENT

All EFT requests are subject to a 15-day pre-certification period in which all accounts are verified by the qualifying financial institution before any TRICARE direct deposits are made.

PART I – REASON FOR SUBMISSION

Indicate if this is a new EFT authorization or change to your existing account information. If you are authorizing EFT payments to the home office of a chain organization of which you are a member, you must attach a letter authorizing the contractor to make payment due the provider of service to the account maintained by the home office of the chain organization. The letter must be signed by an authorized official of the provider of service and an authorized official of the chain home office.

PART II – IDENTIFICATION DATA

Line 1 – Enter the name of the physician or individual practitioner or the legal business name of the provider/supplier as reported to the Internal Revenue Service (IRS). The account must be solely in the name of the physician or individual practitioner or in the legal business name of the person or entity.

Line 2 – Enter the provider's/supplier's legal business name. The account to which EFT payments made must be solely in the name of the physician or individual practitioner or in the legal business name of the person or entity.

Line 3 – Enter the chain organization's name.

Line 4 – Enter the home office legal business name if different from the chain organization name.

Line 5 – Enter the tax identification number as reported to the IRS. If the business is a corporation, provide the Federal employer identification number, otherwise provide your Social Security Number.

Line 6 – If issued, enter the Medicare identification number assigned by a Medicare fee-for-service contractor. If you are not enrolled in Medicare, leave this field blank.

Line 7 – Enter the 10 digit NPI number. The NPI is required to process this form.

PART III – DEPOSITORY INFORMATION (Financial Institution)

Line 8 – Enter your depository name (this is the name of the bank or qualifying financial institution that will receive the funds).

Line 9 – Enter the account holder's name.

Line 10 – Enter the account holder's street address.

Line 11 – Enter the account holder's city, state and ZIP code.

Line 12 – Enter the bank or financial institutional telephone number.

Line 13 – Enter the bank or financial institutional nine-digit routing number.

Line 14 – Enter the depositor's account number and select the account type.

If you do not submit this information, your EFT authorization agreement will be returned without further processing.

PART IV – CONTACT PERSON

Enter the information for the contact person responsible for this EFT authorization agreement.

PART V – AUTHORIZATION

Line 21 – By your signature on this form you are certifying that the account is drawn in the name of the physician or individual practitioner or in the legal business name of the provider or supplier. The provider or supplier has sole control of the account to which EFT deposits are made in accordance with all applicable regulations and instructions. Arrangements between the depository and the provider or supplier are in

accordance with applicable regulations and instructions with the effective date of the EFT authorization. You must notify WPS regarding any changes in the account in sufficient time to allow WPS and the depository to act on changes. The EFT authorization form must be signed and dated by the same Authorized Representative. Mail this form with the original signature (no facsimile signatures can be accepted) to WPS.

WPS COMMERCIAL ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT

PART I – REASON FOR SUBMISSION

- Reason for Submission: New EFT Authorization
- Revision to Current Authorization (e.g. account or bank changes)
- Chain Home Office: Check here if EFT payment is being made to the Home Office of Chain Organization (Attach letter Authorizing EFT payment to Chain Home Office)
- EFT Termination Request

PART II – PROVIDER OR SUPPLIER INFORMATION

Name _____

Provider/Supplier Legal Business Name _____

Chain Organization Name _____

Home Office Legal Business Name
(if different from Chain Organization Name) _____

Tax Identification Number _____

National Provider Identifier (NPI) _____

List all physical & billing locations requesting EFT. Attach additional sheet if necessary. Street/City/State/Zip Code

Physical Address	Provider Payment Address
1.	
2.	
3.	
4.	

PART III – DEPOSITORY INFORMATION (Financial Institution)

Depository Name _____

Account Holder's Name _____

Account Holder's Address:
Street _____

City _____ State _____ Zip _____

Depository Telephone Number _____

Depository Contact Person _____

Depository Routing Transit Number (nine digit) _____

Depository Account Number _____

Type of Account (check one) Checking Account Savings Account Lock Box

Please include a **voided check**. When submitting the documentation, it should contain the name on the account, electronic routing transit number, account number and type, and, if

the information is provided on **bank letterhead**, a bank officer's signature. This information will be used to verify your account number.

PART IV – CONTACT PERSON

First Name

Middle Initial

Last Name

Telephone Number

Fax Number (if applicable)

Address Line 1 (Street Name and Number)

Address Line 2 (Suite, Room, etc.)

City/Town

State

Zip

E-mail Address

PART V – AUTHORIZATION

Authorization

I hereby authorize WPS, hereinafter called the COMPANY, to initiate credit entries, and in accordance with 31 CFR 210.6(f) initiate adjustments for any credit entries made in error (does not include program overpayments) to the account indicated above. I hereby authorize the financial institution/bank named above, hereinafter called the DEPOSITORY, to credit and/or debit the same to such account.

If the account is drawn in the Physician's or Individual Practitioner's Name, or the Legal Business Name of the Provider/Supplier, the said Physician/Provider/Supplier certifies that t he/she has sole control of the account referenced above, and certifies that all arrangements between the DEPOSITORY and the said Physician/Provider/Supplier are in accordance with all applicable WPS regulations and instruction.

This authorization agreement is effective as of the signature date below and is to remain in full force and effect until the COMPANY has received written notification from me of its termination in such time and such manner to afford the COMPANY and the DEPOSITORY a reasonable opportunity to act on it. The COMPANY will continue to send the direct deposit to the DEPOSITORY indicated above until notified by me that I wish to change the DEPOSITORY receiving the direct deposit. If my DEOSITORY information changes, I agree to submit to the COMPANY and updated EFT Authorization Agreement.

Signature Line

Authorized/Delegated Official Name (Print)

Authorized/Delegated Official Title

Authorized/Delegated Official Signature

Date

Return completed form with original signatures to:

Wisconsin Physicians Service
Electronic Data Services
P.O. Box 8128
1717 W. Broadway
Madison, WI 53708-8128



08/10/10

WPS COMMERCIAL 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 lines of business that apply:**

WPS Commercial _____ MCDFC _____ CCCW _____ CLTS _____ HIRSP _____

Southwest Family Care Alliance _____

***NOTE** - TRICARE providers should use the appropriate TRICARE ERA request form.

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.**)

<u>GROUP NPI</u>	<u>*PHYSICAL LOCATION</u>	<u>*PAYMENT LOCATION</u>
1. _____	_____ _____ _____	_____ _____ _____
2. _____	_____ _____ _____	_____ _____ _____
3. _____	_____ _____ _____	_____ _____ _____
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/pdf/edi_ern_wps.pdf 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 #: _____

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**



Dear WPS Provider:

Reminders: Complete and return all 3 pages

Thank you for choosing the electronic method for submission of your healthcare claims. Wisconsin Physicians Service requires that all new electronic providers/groups sign, and have on file, a "Provider Agreement to Submit Electronic Media Claims" prior to submitting electronic claims. We request that you complete and return this 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 the Clinic/Group. (Note: A separate agreement is required for each Tax ID.)

In addition to the agreement, the following information is needed (please print):

Clinic Tax ID:	Clinic NPI Number(s):
Physician/Clinic/Institution Name:	
Address:	
City/State/Zip:	Billing Service/Clearinghouse (if applicable):
Contact Name:	Phone Number:
Contact e-mail address:	Fax Number:
Provider/clinic/institution physical location(s) address:	
NOTE: If you have multiple physical locations, please attach a list including the associated billing and NPI address for each	

Please indicate your EDI submission option:

- Name of Billing Service/Clearinghouse (if applicable):** _____
- Direct Filing via WPS Bulletin Board System or Internet Batch** (using vendor supplied EDI software program and transmitting from your site) **Name of Vendor if Billing direct (if applicable):** _____
 - If this option is selected, please register as a submitter through the WPS Trade 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.
- PC-Ace software – Free claims submission software supplied by WPS**

Please indicate your method of transmission if sending Direct:

_____ **WPS-batch Internet claim submission** _____ **WPS Bulletin Board System**

*Please note: A faxed, e-mailed faxed image or original will be accepted. Please mail, fax or e-mail your completed agreement to:

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

Note: If you are a new provider/location or have recently changed your physical or billing address, it is important that WPS update our provider file before you submit your EDI Provider Agreement. Please contact WPS/EPIC Member Services at 1-800-765-4977 for in-state providers or 1-800-356-8051 for out-of-state providers. You can also fax your updated information to 608-221-6161.

For Office Use Only

BL(s) _____, _____, _____, _____

Sub # _____ CH _____ Direct _____ CTY _____

EACV: _____ WC _____ G _____ M _____ C _____ S _____

ALS _____ App Dt _____ Marketer Initials _____

Orig Sub # _____ New Sub # _____ Memo _____ ERAU _____ Initials _____

EXHIBIT A

**PROVIDER AGREEMENT TO SUBMIT
ELECTRONIC MEDIA CLAIMS
FOR REIMBURSEMENT BY
WISCONSIN PHYSICIANS SERVICE INSURANCE CORPORATION**

It is hereby agreed between Wisconsin Physicians Service Insurance Corporation (hereinafter referred to as WPS), and the undersigned health care provider, (hereinafter referred to as "Provider"), that said Provider is appointed to submit claims via electronic media for reimbursement by WPS for services rendered to WPS health plan subscribers and dependents. This appointment is conditioned upon the Provider fully agreeing to and following all of the terms and conditions set forth in this Agreement, the Attachment A as applicable and clearing WPS internal provider review standards for acceptance and payment of EMC submitted claims.

TERMS AND CONDITIONS

1. In submitting Electronic Media Claims, Provider agrees to submit such claims edited and formatted according to the specifications indicated within the user's guide supplied by WPS. Provider understands the WPS EMC user's guide is proprietary and is authorized for use only by Provider and its employees working on its behalf to submit such electronic media claims. Any other use or distribution of the WPS EMC user's guide is strictly prohibited without the express written consent of WPS. WPS shall be the final authority in resolving any discrepancies in how electronic data shall be submitted.
2. Provider agrees that each and every claim submitted via electronic media, for all legal and other purposes, will be considered signed by the Provider or Provider's authorized representative.
3. 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 if no signed authorization is on file, an authorization must be obtained prior to claim submission.
4. Provider agrees that WPS or representatives of WPS, have the right to audit and confirm any source documents, including, but not limited to, medical records, claim forms, and Explanation of Benefits from Primary Carriers, that are relevant to claims submitted to WPS electronically. Any incorrect payments which are discovered as a result of such an audit will be appropriately adjusted.
5. Provider will ensure that each electronic media claim submitted can be readily associated with all source documents in an auditable fashion for no less than seventy-two (72) months following the date of payment by WPS. All medical records will be maintained according to the laws of the state in which the services are provided.
6. Provider agrees to establish and maintain procedures so that information concerning WPS subscribers and dependents or any information obtained from WPS shall not be used by Provider or Provider's agents, officers or employees except as provided by Federal or State Law including the Freedom of Information Act, Drug Abuse Office and Treatment Act (42 U.S.C.

s290ee-3) and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act (42 U.S.C. s290dd-3). Provider agrees not to disclose any information concerning a WPS subscriber to any person or organization other than WPS, without the express written permission of the WPS subscriber or his lawful representative.

7. The undersigned provider understands that the submission of an electronic media claim to WPS is a claim for WPS payment and that any misrepresentation or falsification of records relating to that claim is Subject to prosecution under federal criminal and civil law and the laws of the State of Wisconsin and, upon conviction, will result in fines and/or imprisonment.
8. This agreement may be terminated at any time by either party to this Agreement by giving five (5) days written notice of such termination to the other party.
9. Provider agrees that WPS may test any submission against validity and consistency edits as defined in the user's guide provided by WPS. Provider understands that WPS will accept all valid claims which meet such edit requirements and return such errant submissions for correction.

In the event that errors are identified on claims which pass these edits and have been accepted into the WPS adjudication system, WPS will work with the Provider to remedy such errors. However, data errors submitted by Provider will be identified to the Provider in writing by WPS and Provider will remedy such errors within five (5) working days or face possible suspension from the EMC program or termination of this Agreement.

10. WPS reserves the right to refuse for any reason to accept electronic media claims covered by this Agreement.
11. All required notices under this Agreement shall be sent by certified mail, postage prepaid, return receipt requested.

The signed agreement or any questions related to the agreement shall be mailed to:

Wisconsin Physicians Service
Electronic Data Service
PO Box 8128
1717 W. Broadway
Madison, WI 53708-8128

If such notice is sent to the Provider, it will be addressed to the individual named in the Provider's signature blank below, and sent to the mailing address shown below for the Provider.

12. This Agreement may not be modified or changed orally. All modifications must be made in writing signed by both parties.
13. The interpretation and legal effect of this Agreement shall be governed by the laws of the State of Wisconsin.
14. This Agreement shall be binding upon, and inure to the benefit of the successors, assigns and legal representatives of each of the parties hereto. However, it shall not be assigned by either party without the written consent of the other party.

15. It is agreed that the relationship of the parties hereto is that of independent contractors and this Agreement does not constitute either party as agent, partner or employee of the other party.
16. By executing this Agreement below, Provider agrees to all of the terms and conditions of the Agreement. Provider further agrees to begin to submit claims electronically 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

By _____
WPS Authorized Signature

Date

Date

Wisconsin Physicians Service
Electronic Data Service
PO Box 8128
1717 W. Broadway
Madison, WI 53708-8128

