



**Wisconsin Physicians Service (WPS) Authorization Form for Electronic Remittance Advice Processing (ERA)**

This form is intended to establish a new Electronic Remittance Advice (ERA) enrollment or to add providers to an existing submitter ID for ERA. The implementation process cannot begin until this questionnaire is completed. You must be assigned a submitter ID in order to receive the ERA. If you have not registered for a submitter ID, please access the WPS Trading Partner System (WTPS) via, <https://corp-ws.wpsic.com/apps/wtps-web/unauth/wtps.do>. The ERA is only available in version 4010A1. Please return this form to the EDI Department, for the applicable line of business, as listed at the bottom of this form.

**Please select if this request is for new enrollment or to add provider numbers to your current submitter ID:**

New Enrollment: [ ]    Add Providers: [ ]

**Please identify the company that will be retrieving the Electronic Remittance Advices ERA) in this section:**

Provider: [ ]    Corporate Office: [ ]    Third Party Company/Clearinghouse: [ ]

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

Company City/ State/ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(Printed Name) (Signature)

Contact Phone # and Extension #: \_\_\_\_\_    Contact Fax #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

WPS Submitter ID: \_\_\_\_\_

Check all lines of business that apply:    Part A J5 [ ]    Part B J5 [ ]    Part B Legacy [ ]

**Provider Identification Numbers:**

Multiple providers may be listed on this form if they are at the same location. To retrieve ERA for additional providers at different locations, please complete a separate authorization form for each additional provider number.

Provider Name	Provider Number	NPI Number

**Provider Use Only:**

Please sign below if your **facility** will be retrieving the Electronic Remittance Advice (ERA).

I, \_\_\_\_\_ of \_\_\_\_\_ would like to  
(Facility Contact Signature) (Facility Name)

receive ERAs effective, \_\_\_\_\_.  
(Date)

**Corporate Office/Third Party Company/Clearinghouse Use Only:**

**Please supply the complete provider address.**

Provider Address: \_\_\_\_\_

Facility Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Printed Name) (Please include extension #)

**This section needs to be signed by an authorized facility representative if a third party company or clearinghouse will be retrieving the ERA.**

I, \_\_\_\_\_ of \_\_\_\_\_ authorize \_\_\_\_\_  
(Facility Contact Signature) (Facility Name) (3<sup>rd</sup> Party/Clearinghouse Name)

to receive ERAs on our behalf, effective \_\_\_\_\_.  
(Date)

**Translation Software:** You will need translation and printing software in order to view and print the Electronic Remittance Advice. MREP software, for part B providers, and PCPrint software for part A providers, is available to download from our website at the following addresses:

**MREP:** [http://www.wpsmedicare.com/part\\_b/business/mrep.shtml](http://www.wpsmedicare.com/part_b/business/mrep.shtml)  
**PCPrint:** [http://www.wpsmedicare.com/part\\_a/business/pc\\_print.shtml](http://www.wpsmedicare.com/part_a/business/pc_print.shtml)

**Please mail or fax this completed agreement to:**

<b>Medicare Part B Legacy: IL, MI, WI</b>	<b>Medicare Part B: MN</b>	<b>Medicare Part A &amp; B J5: IA, NE, KS, MO</b>
WPS Electronic Data Services	WPS Medicare Part B – MN	WPS
912 N. Pentecost Rd.	Attention: EDI Minnesota	Attention: EDI
PO Box 5511	8120 Penn Ave. S	1717 W. Broadway
Marion, IL 62959	Bloomington, MN 55431	Madison, WI 53713
Phone # (877) 567-7261	Phone # (952) 885-2811 (952) 885-2881	Phone # (866) 503-9670
Fax : (618) 998-5170	Fax: (952) 885-2899	Fax: (608) 223-3824