VAPremier
Health Plan, Inc.

A "How To" for Providers:
Sending Electronic (EDI) Claims to
Virginia Premier Health Plan

Virginia Premier Health Plan strongly encourages all providers to file their claims electronically.

By filing claims electronically, providers are able to aid in lowering claims processing timeframes, which in turn allows Virginia Premier to make payments more quickly for services rendered, as these figures demonstrate:

Average days from receipt to payment	*Paper Claims*	*EDI Claims*
	15	*4.5*

1. First, you (or your software vendor) need to use a clearinghouse on the list of contracted clearinghouses provided on Virginia Premier's website:

   www.VAPremier.com

   - Please share this list with your clearinghouse. If the clearinghouse you currently use is not on our list, they must be able to send claims through one of the EDI vendors that is.

2. Next, contact your clearinghouse or software vendor to notify them of your intent to transmit electronic (EDI) claims to Virginia Premier.
   - Your clearinghouse will either give you enrollment forms to fill out, or direct you to Virginia Premier's website to obtain a form from there (or both).

3. Complete the necessary enrollment forms and either give them to the clearinghouse or send them to Virginia Premier, as instructed by the clearinghouse.
   - If you send the forms to the clearinghouse, they will contact Virginia Premier with the completed enrollment forms.

4. Virginia Premier will process the enrollment form(s) and respond to your <u>clearinghouse</u> to the email address provided on the enrollment form.

5. The clearinghouse or software vendor will notify the provider that the connection has been established and when transmission can begin.
   - You may need to follow up with your clearinghouse in 10 business days for a status.

   Questions about the status of your request should be directed to your <u>clearinghouse</u>, rather than to Virginia Premier.

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