



Molina Healthcare is pleased to announce that effective July 25<sup>th</sup>, 2011 we are transitioning our EFT/835 from our internal File Exchange Services (FES) Portal to our secure payment vendor's portal, **FIS/ProviderNet**. This new vendor portal will allow you to print the Explanation of Payment (Remittance advice) for both Medicaid and Medicare.

### **The ProviderNet portal is a FREE service to our Providers.**

Below are a few highlights regarding the ProviderNet portal and the registration process:

#### **BENEFITS**

- Manage the people in your organization that can view/edit Accounts and Payment information
- Associate new Providers within your Organization to receive EFT/835s
- View/print/download/save PDF version of your Explanation of Payment - EOP (also known as Remittance Advice)
- Search for an EOP by various methods, such as Claim Number and Member Name
- Ability to have your files routed to your ftp and/or your associated Clearing House
- Administrative rights to sign-up and manage your own EFT Account and Routing information
- Ability to view other Payers that are already associated to ProviderNet

#### **REGISTRATION IS EASY! Follow these simple steps:**

##### **New ProviderNet User:**

- 1) Go to <https://providernet.adminisource.com>
- 2) Click Register
- 3) Accept the Terms
- 4) Verify your information
  - a. Select Molina Healthcare from the Payers list
  - b. Enter your primary NPI
  - c. Enter your primary Tax ID
  - d. Enter a recent Claim Number and/or Check Number associated with this Tax ID and Molina Healthcare
- 5) Enter your User Account Information
  - a. Use your email address as your user name
  - b. Strong passwords are enforced (at least 8 characters consisting of letters and numbers)
- 6) Verify your Contact Information
- 7) Verify your Bank Account Information
- 8) Verify your Payment Address
  - a. Note: any changes to this address may interrupt the EFT process
- 9) Once you have completed your registration process, you will no longer receive a Paper EOP (i.e. Remittance); however you WILL have the ability to view/print/download/save historical and new EOPs as of payment date 3/28/2011 and forward.**
- 10) Be sure to add any additional payment addresses, accounts, and Tax IDs once you have logged in.



Currently registered ProviderNet user:

- 1) Log in to ProviderNet
- 2) Click Provider Info
- 3) Click Add Payer
- 4) Select Molina Healthcare from the Payers list
- 5) Enter a recent check number paid by Molina Healthcare that is associated with your primary Tax ID (as indicated on the Provider Info form)

If you have any questions regarding the actual registration process, please contact ProviderNet at (877) 389-1160 or email [Provider.Services@fisglobal.com](mailto:Provider.Services@fisglobal.com)

If you have any questions not directly related to the registration process, please contact your Molina Healthcare Provider Services; refer to the toll free number provided on your EOP.

Sincerely,

Provider Services