



# Electronic Funds Transfer (EFT) Enrollment Form

Instructions

**EFT is a free and secure way for providers to receive faster claims payments, and it eliminates long wait times for payment checks to arrive via mail.**

Use the following guide to complete your EFT enrollment form. Do not send this instruction page with your completed enrollment form.

Please use one enrollment form per tax ID.

Include your tax ID number on the enrollment form.

Include a copy of a preprinted, voided check or bank letter. Deposit slips and starter checks are not accepted.  
**We cannot process your enrollment without this information.**

The enrollment form must be signed by two people, a healthcare professional (M.D., CFO, CEO, etc.) authorized on the EFT bank account, and a supervisor-level authorized representative (office manager, billing manager, etc.). If a sole proprietorship, only one signature is needed.

**Preferred method of submission:** Email completed forms for new enrollments or changes and requests for terminations to [phnproviderrelationsweb@peopleshealth.com](mailto:phnproviderrelationsweb@peopleshealth.com). You may also fax completed forms for new enrollments or changes and requests for terminations to 504-849-6916.

**After enrolling in EFT with Peoples Health, paper explanations of payment will no longer be sent to you, effective the date of the EFT setup.** If you are not currently receiving an 835 file (claims remittance advice), sign up with Change Healthcare to receive regular electronic remittance advice. You can do so by visiting [www.changehealthcare.com](http://www.changehealthcare.com). Complete the **ERA Provider Setup Form** (the Peoples Health payer ID number is **72126**), and email it to [batchenrollment@changehealthcare.com](mailto:batchenrollment@changehealthcare.com). If you need assistance signing up, call Change Healthcare at 1-866-924-4634.

## IMPORTANT:

Please allow up to 30 business days for enrollment processing. Processing times may vary depending on the number of enrollments received, the accuracy of the information provided and form legibility. Peoples Health will send confirmation as to when EFT will start. To take advantage of EFT, your bank must be a participating member of the National Automated Clearing House Association. You are responsible for notifying Peoples Health of any changes to your banking information. You may receive a phone call from a Peoples Health representative to ensure accuracy of the banking information.

EFT does not change Peoples Health overpayment policies and procedures.