ECHO HEALTH PROVIDER PORTAL

www.providerpayments.com

First time users will need to follow the link to the registration page and fill out the registration form. (The direct link for the registration form is: <u>https://view.echohealthinc.com/ProviderPayments/Register.aspx</u>)

Account Information	
Username: Username	Choose a username that is at least four (4) characters long; you may use numbers and/or letters.
E-mail: email@webserver	An e-mail address is needed so that your password can be e-mailed to you if you ever forget it.
Password: •••••••• Confirm Password:	Choose a password that is at least eight (8) characters long; you must include at least one number (1,2,3), one special character (!,@,#) and must include
•••••••• TIN:	upper- AND lowercase letters. Your 9-digit Tax Identification Number (TIN) should be entered without any spaces or dashes (-).
Draft Number: 000000000	Echo Draft Numbers are nine digits long and contain no spaces or letters.
Draft Amount: 00.00	The Draft Amount should be entered without a dollar sign (\$).
Register Cancel	Account Information
	Username: Testing123
Once you have successfully registered, you will be able to log in on the main page.	Password: •••••••• Forgot Password

Log In

After Logging In: Using The Inquiry Page

When you have logged in, you will see the Inquiry page, which lists the twelve most recent payment documents that have been delivered via ECHO. You can also page back, allowing you to review up to 48 of the most recent documents. Older documents can be accessed via the portal's search function (see next section for details)

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Wel	come, tima		Inquiry Advanced Sear	<u>ch</u> Add Additional TINs	View 1099s Change Passy	vord <u>Help</u> <u>Loqou</u>
	Select TIN: XXXXXXXX	Provider Name	e: XXXXXXXXXXXXXXX	XXXXX		
	Production Date of Document	Document ID	Payor	Payment Amount	Image of Document	<u>Settlement</u>
D	03-27-2013	Nonpayment RA	XXXXXXXXXX	\$0.00	EPP	N/A
۵	03-26-2013	Nonpayment RA	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$0.00	EPP	N/A
	03-20-2013	Nonpayment RA		\$0.00	EPP	N/A
D	03-19-2013	903514160		\$191.25	EPP	2013/03/21
	03-13-2013	903505929	XXXXXXXXXX	\$12,326.75	EPP	2013/03/20
	03-07-2013	903453048	XXXXXXXXXX	\$20.53	EPP	2013/03/14
	03-06-2013	903418337		\$181.73	EPP	<u>N/A</u>
	03-06-2013	Nonpayment RA		\$0.00	EPP	Not Cleared
D	02-26-2013	903356596	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$290.10	EPP	2013/02/28
	02-20-2013	903332954		\$750.28	EPP	2013/02/25
D	02-19-2013	903314247		\$69.40	EPP	<u>N/A</u>
2	02-19-2013	Nonpayment RA		\$0.00	EPP	Not Cleared
	·		1 <u>2</u>	<u>34</u>		

A printable PDF copy of the remittance advice can be brought up by clicking on the "EPP" link. The settlement status of the payment associated with the document (including an image of the cleared check for payments issued on paper) can be accessed via the links in the "Settlement" column.

To search for a specific payment/claim: Click the "Advanced Search" link at the top of the page.

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Welcome, tima	<u>Inquiry</u>	Advanced Search Add Additional TINs	<u>View 1099s</u>	Change Password	Help	<u>Loqout</u>
Select TIN:	Select Type:	Search Criteria:				
XXXXXXXX	Patient Account Number Patient Account Number Certificate Number Claim Number ECHO Draft Number Payor Check Number Deposit Amount Optum ID			Search		

The drop-menu in the advanced search type allows the user to select their search criteria:

- 1. Patient Account Number
- 2. Certificate Number (the patient's insurance card number or SSN)
- 3. Claim number
- 4. ECHO Draft number (this is either the check number or the EFT number)
- 5. Payor Check Number (the check number assigned by the TPA's adjudication system)
- 6. Deposit Amount (the total amount of the bulk check or electronic funds transfer)
- 7. Cashless Amount (for domestic claims)
- 8. Optum ID (for those payments sent via Optum).

To change your Password: Click the "change password link"

Welcome, tima	Inquiry Advanced Search	Add Additional TINs	<u>View 1099s</u>	Change Password	Help Loqout
CHANGE PASSWORD • Password must be at least 8 character • Password must contain at least one o • Valid special characters are: !@#\$%^& Old Password:	rs ne lower case letter, one uppe &+=	er case letter, one d	ligit and one s	pecial character	
New Password:					
Confirm Password:					

Change Cancel

Users who post payments issued to multiple Tax ID numbers: Add a TIN

You can update your username and password to provide access to multiple Tax ID numbers by choosing the "Add Additional TINs" option at the top of the page.

ADD A NEW TIN

Use the form below to add a new TIN to your account.

TIN:	
XXXXXXXXX	
Draft Number:	
999999999	
Draft Amount:	
00.00	
	Add Cano

As when you registered originally, you will be prompted to complete a registration form:

The 9-digit Tax Identification Number (TIN) you are seeking to add should be entered without any spaces or dashes (-).

You should use the ECHO Draft Number and Draft amount for a payment that was issued to the TIN you are registering.

Once you have successfully added an additional TIN, the inquiry page (first page) will show the most recent claims across all of the Tax ID numbers registered to your username. The advanced search options will also search across all of the TINs for which you are registered.

Viewing 1099s

Select the "View 1099s" link at the top to view your 1099s by TIN

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Velcome, tim	a		Inquiry	Advanced S	earch Add Additi	onal TINs	View 1099	s <u>Change F</u>	Password	Help Lo
- 1099 - Ad	vanced Search									
Select TIN :			Select Year:							
XXXXXXXX	<x td="" 💌<=""><td></td><td>2012 💌</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></x>		2012 💌							
Payment Year	Payer TIN	Payer Name	Payment Amount ▲	<u>Tax</u> Withheld	Payer Street	Payer City	Payer State	Payer Zip	Payer Phone	Link to 1099
2012	341858379	XXXXXXXXXX XXXXXXXXXX	\$8,569.92	\$0.00	XXXXXXXXXX XXXXXXXXXX	WESTLAKE	он	44145	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	<u>View</u>
2012	351846036	XXXXXXXXXX XXXXXXXXXX	\$26,338.36	\$0.00	XXXXXXXXXX	LANCASTER	PA	176083301		<u>View</u>