

## Change Healthcare Enrollment Worksheet

Below is a step-by-step guide to enrolling your payors.

1. List all payor(s) you use by name.
2. Login to Change Healthcare ConnectCenter (CHC), and use the Payer Tools > Payer Search screen, to search for your payor(s).
3. Identify whether enrollment is required for Claims, Remittance, and Eligibility. Only short letters will display (C, R, CS, E, ARS), so use the legend below.
  - a. **C - Claims**
  - b. **R - Remittance**
  - c. **CS - Claim Status**
  - d. **E - Eligibility**
  - e. **ARS - Authorization/Referral Status**
4. Fill out the form to track which Payors you must enroll with. *Note: submitting enrollment is a one step. Please also confirm that the payor accepted your enrollment.*

**Important!** If your payor requires claims enrollment, *do not submit claims through Change Healthcare* until enrollment is confirmed.

**Important!** If your payor requires remits but not claims enrollment, you can submit claims through Change Healthcare. However, you will not receive your ERA back through Change until enrollment is complete.



