Texas Children's® Health Plan

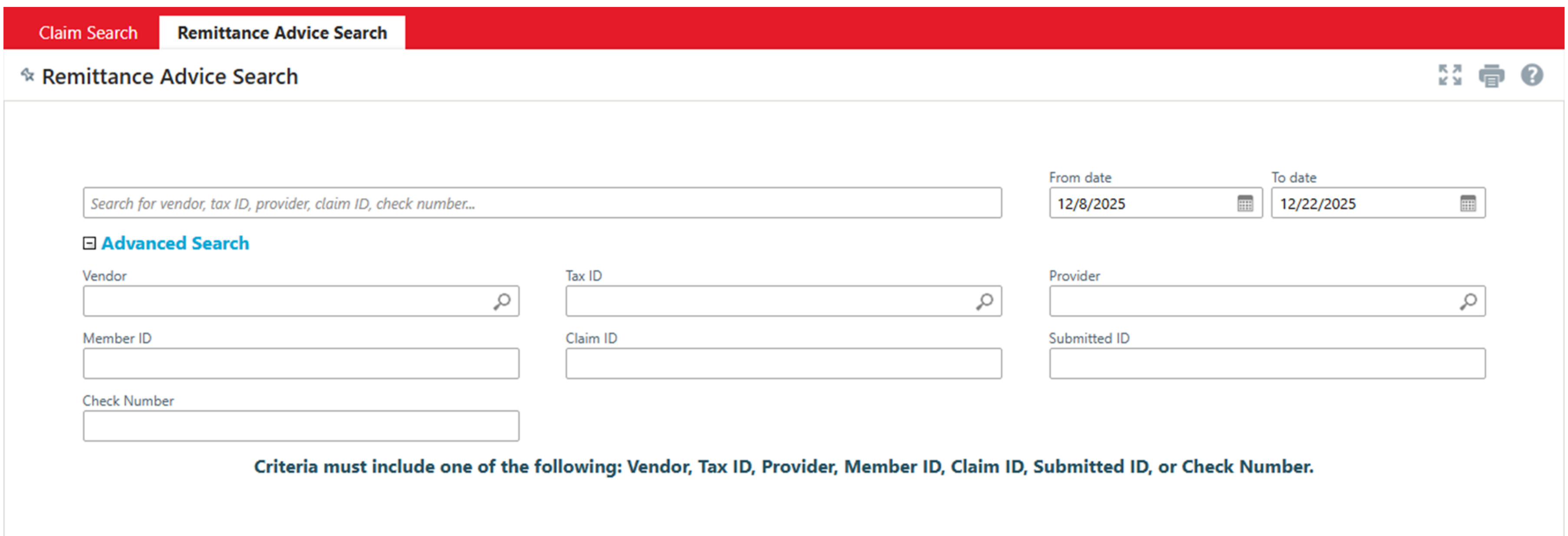
# Access to Electronic Remittance Advice Documents

Current method from Texas Children's Link: https://epiccarelink.texaschildrens.org/EpicCareLink/common/epic_login.asp

**Reviewing and printing Remittance Advice**

Link Providers can review and print TCHP Remittance Advices from the portal.

1. Hover over **Claims** on the main toolbar.
2. Select **Remittance Advice Search**.
3. Click **Advanced Search**.
4. Enter your preferred search criteria and then press **Enter**.
5. Be sure to enter the **appropriate date range** for your search.
6. Click on the link in the **Check Number field** for the Remittance Advice you want to view.
7. Once **the Remittance Advice displays**, Users can save it, print it, enlarge or decrease the screen size and view/save it as a PDF.

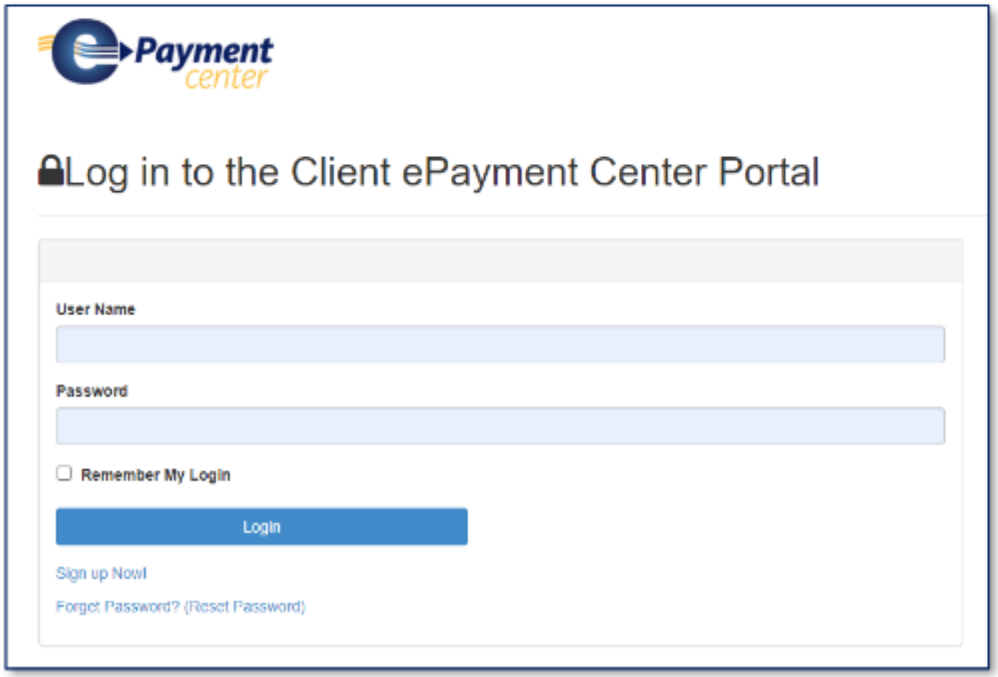


**This section will cover the method for accessing the Remittance Advice Documents with the Zelis Platform*:* texaschildrenshealthplan.epayment.center.**

This excerpt is from the ePayment Center Training Guide for Administrators.

**Logging into the Zelis Portal**

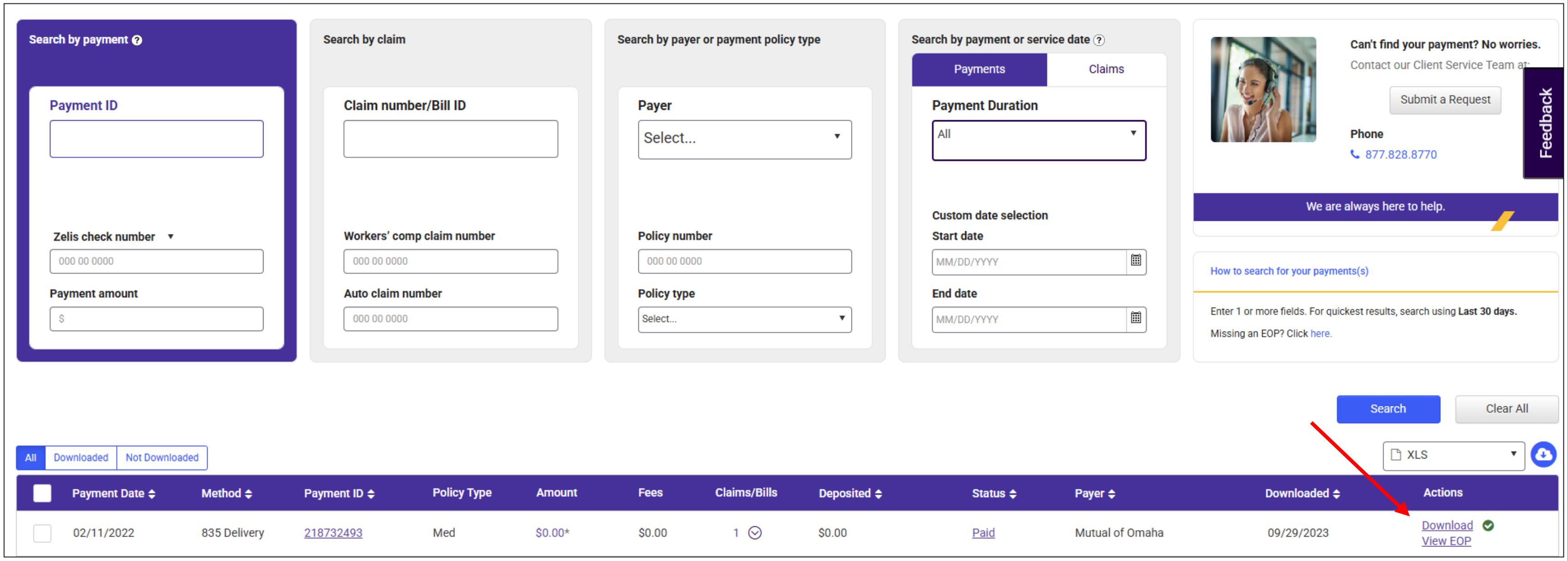
1. Enter your Username.
2. Enter your Password.
3. Click **Login**.




4. Select the **Verification Method** you wish to use (Text or Voice).
5. Click **Submit**.
6. **Enter the Code provided** via the verification method you selected.

7. Click **submit**.

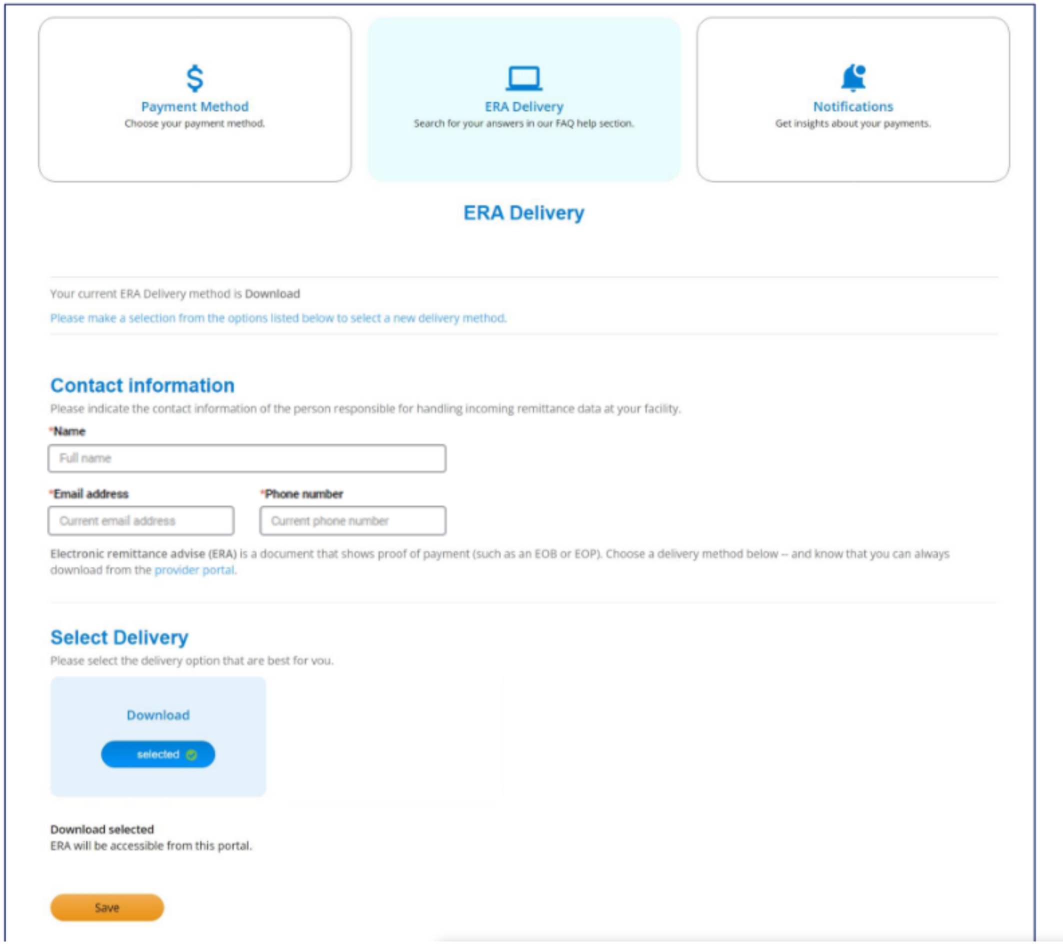
**Initial Enrollment**
While your enrollment is pending, you will see the screen below. This screen confirms where you are in your enrollment and prompts you to complete any necessary steps.



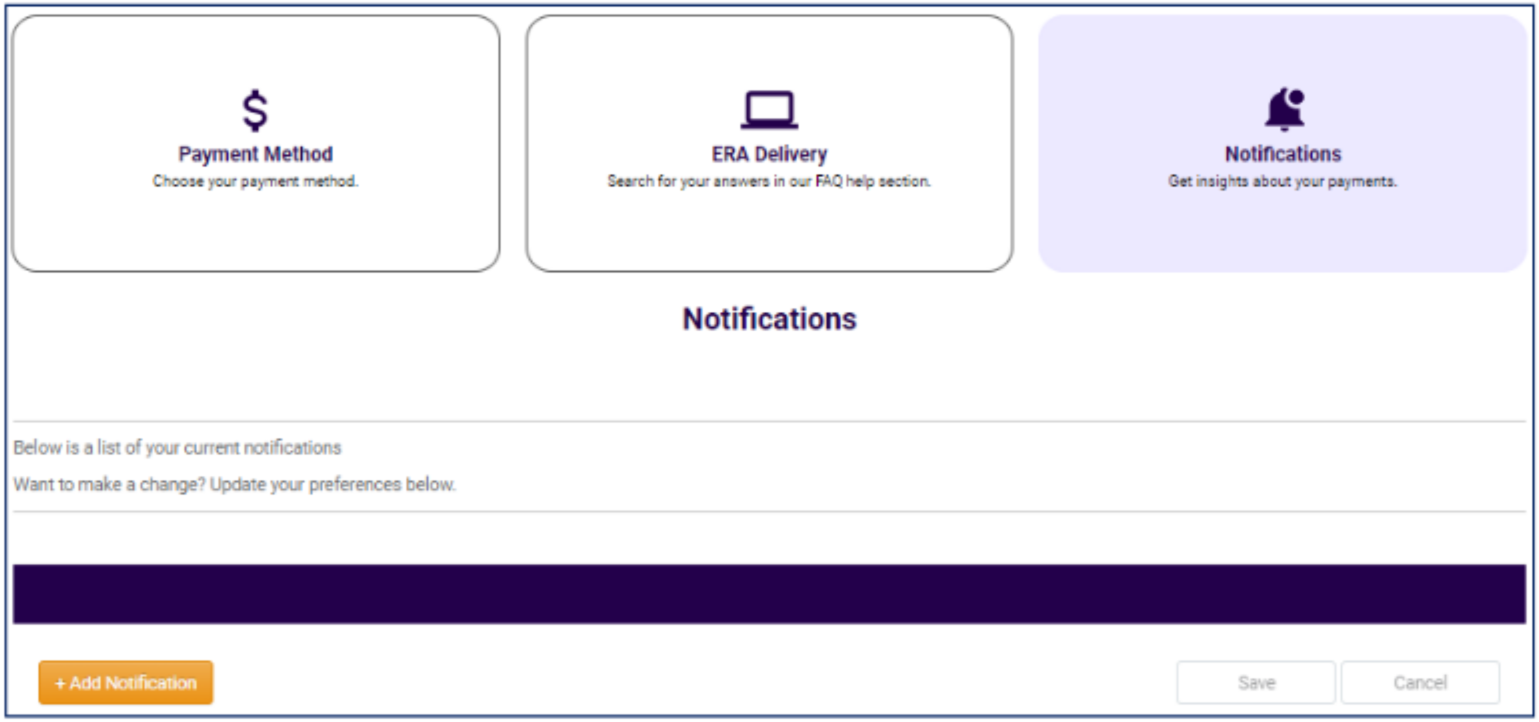

The user can retrieve the EOP by clicking the hyperlink in the **Actions** column on the far right after they enter the Payment ID information.

## Electronic Remittance Advice/Explanation of Payment

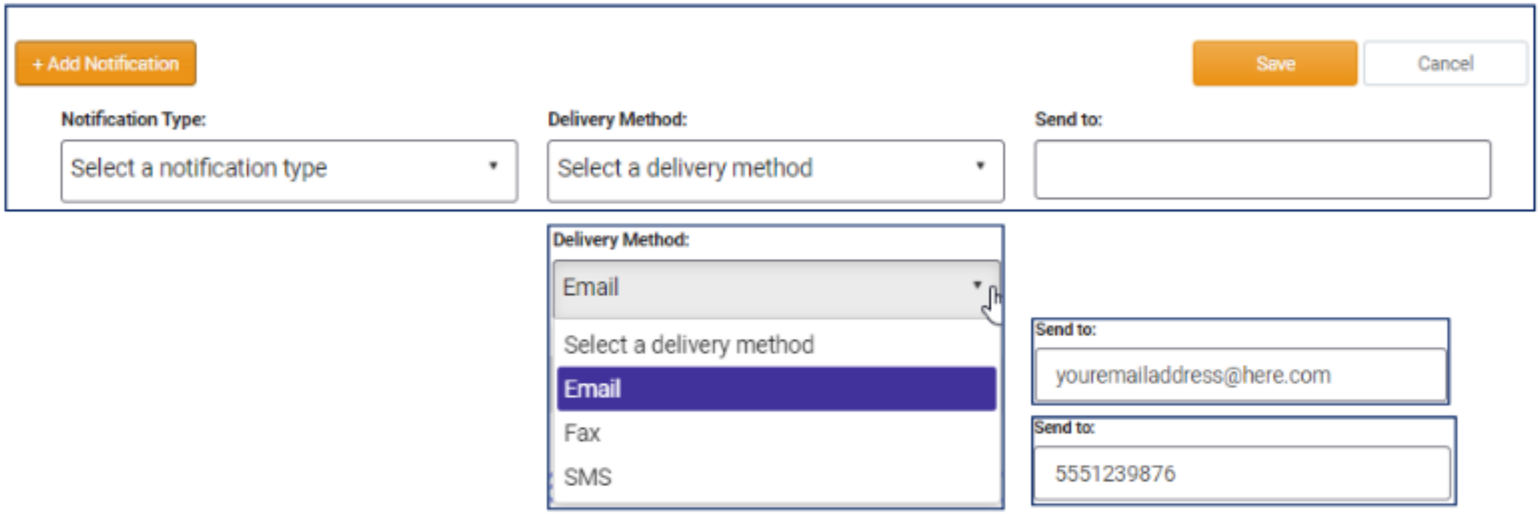
For ERA delivery, fill in the name, email, and phone number of the person (image below) on your team responsible for handling incoming remittance data.



In the **Notifications** section of the **Settings,** you can update how you are notified of payments. You can be notified via email, fax, text, or not at all.



Adding notifications are accomplished by clicking on **+Add Notification**, selecting the **Notification Type**, Delivery Method and filling in the **Send to Field** (email or phone number). Once the notifications are in place, you will see the option to edit or delete.



Once your enrollment is complete, ePayment Center will open to the Payments screen, as shown below. This screen confirms where you are in your enrollment and prompts you to complete any necessary steps.