

ePS request submission portal updates

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Through your DrChrono account, you can submit eligibility, EDI, and ERA requests to payers who require them.

1. Navigate to **Billing > Enrollment**

The NPI(s) that show has already been successfully added with ePS. The Tax ID#, Taxonomy Code, Facility Name, and Address will all populate.

If you need to make requests for the NPI and related information shown, click the **Selected box and select Continue**.

The system will list any enrollments that are already complete for this NPI/TIN/Taxonomy combination. You can add additional enrollments from this screen.

If you need to add a new NPI/TIN combination, you can do so by clicking on Add facility to ePS. This will allow you to add a new NPI/TIN combination and submit your request.

The next screen will allow you to enter the facility information.

Once the new facility (new TIN/NPI/Taxonomy combo) is added, you will be directed to the screen where you can enter your enrollment requests for the new facility.

