



FACSIMILE TRANSMITTAL SHEET

TO:	FROM: Ivertex Enrollment Team
COMPANY:	E-MAIL ADDRESS: ENROLLMENT@SOLACE-EMC.COM
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
DATE: 4/19/2010	SENDER'S PHONE NUMBER: 602-439-2525
RE: Yavapai County LTC	SENDER'S FAX NUMBER: 602-439-0808

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

The following pages contain important information in regards to your EDI Enrollment for:

Yavapai County LTC

Included in this fax are the forms you need to complete in order to enroll in EDI. To obtain additional copies of the forms, please refer to the download link(s) provided in the Enrollment Instructions page.

Comments:



Yavapai LTC

Enrollment Instructions

Thank you for your interest in Electronic Data Interchange (EDI).

To apply for an electronic Submitter ID with Yavapai LTC please call 1-800-850-1020 and ask for Becky Ducharme.

- Let Becky know that you currently
 - Use the SolAce software to create your 837 ANSI Files
 - Need a Log In ID and Password for their FTP System

Becky will send you the forms you need to complete in order to receive a Login ID and Password for their FTP System. Once you receive your Login ID and Password from Yavapai LTC, please call our support team and schedule yourself for a mailbox set up appointment.

Please confirm with Yavapai if your account is already in Production or if they need you to submit some Test claims first. If so, please ask how many claims they require for testing.

Required Information

We recommend that you have the following information ready before filling out your forms:

Your Submitter Information	Software Vendor Information
• Name	• Vendor Name – Ivertex
• Address	• Contact – EDI Team
• Phone and Fax Numbers	• Vendor Code – n/a
• E-mail Address (if any)	• Phone – 602-439-2525
• Contact Name (if other than name above)	• Fax – 602-439-0808
• Provider PIN numbers for this payer	• Address – PO Box 86609 Phoenix, AZ 85080
• Organization or Group PINs for this payer	• Software Name– SolAce EMC
	• E-mail – Support@Ivertex.com