

Remittance Advices Electronically

Did you know that the Remittance Advice (RA) you receive in the mail each week is available to download from the portal the moment it is posted? You have the option to eliminate the weekly RA mailing and choose to download the electronic PDF version of the RA in three easy steps:

1. Login to your trading partner account on the Health PAS Online Portal at:
<https://mainecare.maine.gov/Default.aspx>.
2. On the Welcome to Trading Partner screen, expand the User Maintenance option in the far left column and click Provider Associations.
3. The PDF RA box will be unchecked if you receive paper RAs. To stop receiving a paper copy in the mail, click the edit button as shown in Figure 1-1, click the checkbox next to PDF RA and click update. Refer to Figure 1-2.

The screenshot shows the 'Provider Associations' page. At the top, there is a heading 'Provider Associations' and a paragraph of instructions. Below the instructions are two buttons: 'Add New Provider' and 'Print'. A table lists the providers with columns: Provider Name, Provider ID/NPI, FED ID, PDF RA, 835, and Action. The first row is for 'Portland Family Practice-S' with a checked 'PDF RA' box. The 'Edit...' button in the Action column is highlighted with a blue arrow.

Provider Name	Provider ID/NPI	FED ID	PDF RA	835	Action
Portland Family Practice-S	888999111	888999111	<input checked="" type="checkbox"/>		Edit... Delete...

Figure 1-1: Editing Billing Provider

The screenshot shows the 'PDF RA Selection' form. It has fields for 'Provider Name' (Portland Family Practice-S), 'Provider ID' (888999111), 'FED ID' (888999111), and '835' (a dropdown menu). The 'PDF RA' checkbox is checked. There are 'Cancel' and 'Update' buttons. Below the form is a table with columns: Provider Name, Provider ID/NPI, FED ID, PDF RA, 835, and Action. The first row is for 'Portland Family Practice-S' with an unchecked 'PDF RA' box. The 'Edit...' button in the Action column is highlighted.

Provider Name	Provider ID/NPI	FED ID	PDF RA	835	Action
Portland Family Practice-S	888999111	888999111	<input type="checkbox"/>		Edit... Delete...

Figure 1-2: PDF RA Selection

There are many advantages to receiving electronic instead of mailed paper RAs:

- **Convenience.** Electronic RAs are available 24/7 via download on the portal. After downloading the RA, you can save it, print all of it, or print only certain sections based on your need.
- **Timeliness.** RAs are posted very soon after processing and are available to download, when needed.
- **Storage.** Electronic RAs are in a PDF (Acrobat Reader) format and can be stored on a secured storage device for safekeeping and easy access.
- **Economics.** It is cheaper to process electronic RAs and it reduces paper waste.
- **Easy to Search.** Electronic RAs are very easy to search through. If your RA is 600 pages long, you can search for a specific TCN, member ID, or member name and find it within seconds.

Contact the EDI Helpdesk at 1.866.690.5585, Option 3 if you have any questions or **if you would like them to make the above change for you.**