



# **QHA**

## **Quantum Health Automation**

### **Welcome to the QHA Network!**

Your decision to submit electronic transactions is a sound choice which will reduce healthcare costs, while accelerating your claim payments.

Our goal is to make your entire electronic filing experience as enjoyable as possible. Here is a brief overview of steps that need to be taken to begin electronic filing with QHA.

### **PERTINENT INFORMATION**

Before QHA can process your information electronically, please perform the following:

- 1) Fill out the Provider Information Sheet for each practicing physician.
- 2) Have each physician sign the Customer Authorization Sheet.
- 3) Please sign the Closing Document "Electronic Claims & Transaction Service Agreement" for EDI (Electronic Data Interchange) submission.
- 4) Sign and Date the BAA (HIPAA Business Associate Agreement)

NOTE: PLEASE MAKE A COPY OF THE BUSINESS ASSOCIATE AGREEMENT FOR YOUR HIPAA MANUAL. PLEASE MAKE COPIES OF THE CUSTOMER AUTHORIZATION FORM AND PROVIDER INFORMATION SHEETS FOR ADDITIONAL PROVIDERS NOW AND IN THE FUTURE. WE WILL ONLY NEED ONE ELECTRONIC CLAIMS AND TRANSACTION SERVICE AGREEMENT PER FED ID/SOC SECURITY NUMBER YOU WILL BE FILING IN BOX 25 OF THE HCFA FORM.

Return these sheets to our company as soon as possible to prevent delays in the handling of your data. Please make sure it is filled out entirely.

**If the information is faxed, please submit to:**

#1-812-759-1524 FAX LINE  
ATTENTION: ROBYN PAGE  
QHA EDI SERVICES

**OR Mail original of the "Electronic Claims & Transactions Service Agreement" to:**

QHA EDI SERVICES  
201 NW FOURTH STREET  
SUITE # 103  
EVANSVILLE, IN 47708-1356

Once we have received your information, please allow two to six weeks for your Medicare, Medicaid, and BCBS claims to be filed electronically. If State Payer claims are sent to QHA prior to APPROVAL, these claims may be sent on paper until carriers are approved. Commercial or private insurance are pre-approved for electronic filing.