

Initial Billing Agent Clearing House Setup and Change Process

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Initial BACH set up

Change BACH (End date OLD BACH and add NEW BACH)

Initial BACH set up

1. Log into your P1 ID. If you need assistance see website <https://www.hca.wa.gov/billers-providers-partners/providerone/how-do-i-access-providerone>
2. Click on Manage Provider Information.
3. Access EDI Submitter Details step

View/Update Provider Data - Facility/Agency/Organization/Institution

Business Process Wizard - Provider Data Modification (Facility/Agency/Organization/Institution). In order to finalize submission of your requested changes, you must complete the Review.

Step	Required	Last Modification Date	Last Review Date	Status	Modification
Step 1: Basic Information	Required	02/11/2015	02/11/2015	Complete	
Step 2: Locations	Required	02/11/2015	02/11/2015	Complete	
Step 3: Specializations	Required	02/11/2015	02/11/2015	Complete	
Step 4: Ownership & Managing/Controlling Interest details	Required	02/11/2015	02/11/2015	Complete	
Step 5: Licenses and Certifications	Optional	02/11/2015	02/11/2015	Complete	
Step 6: Training and Education	Optional	08/28/2014	08/28/2014	Complete	
Step 7: Identifiers	Optional	08/28/2014	08/28/2014	Complete	
Step 8: Contract Details	Optional	08/28/2014	08/28/2014	Complete	
Step 9: Federal Tax Details	Required	02/11/2015	02/11/2015	Complete	
Step 10: EDI Submission Method	Optional	08/28/2014	08/28/2014	Incomplete	
Step 11: EDI Billing Software Details	Optional	08/28/2014	08/28/2014	Incomplete	
Step 12: EDI Submitter Details	Optional	08/28/2014	08/28/2014	Complete	
Step 13: EDI Contact Information	Optional	08/28/2014	08/28/2014	Incomplete	

4. Click ADD

MyInbox > Provider List > FACI Modification > Billing Agent/Clearinghouse/Submitter

Provider ID/INPI: [REDACTED] Name: [REDACTED] Modification Request Number: [REDACTED]

[Close](#) [Add](#)

Billing Agent/Clearinghouse/Submitter List

Filter By: [] And Filter By: [] And Operational Status: Active [] Go

Save Filter My Filters

ProviderOne ID	Billing Agent/Clearinghouse	Operational Status	Start Date	End Date	Inactivation Date	Status
No Records Found !						

Authorized Transaction Response

Filter By: [] And Filter By: [] And Operational Status: Active [] Go

Save Filter My Filters

Transaction Response	Authorized	ProviderOne ID	Billing Agent/Clearinghouse	Start Date	End Date	Status
820-Premium Payment	No					
835-Healthcare Claim Payment Advice	No					
834-Benefit Enrollment	No					
278-Prior Authorization Response	No					
277-Claim Status Response	No					
277U-Unsolicited Claims Status Response	No					
271-Eligibility Response	No					

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Page ID: pgSubmitterList(Provider) Environment: sscout ID: app01_8050 Server Time: 02/27/2025 06:52:29 PST

5. Enter P1 ID of BACH and start date (can be past, present, future date). It is not required to enter an end date, system will auto-populate the 'infinity' date 12/31/2999. If you don't have the P1 ID, check the list of approved BACH: <https://www.hca.wa.gov/billers-providers-partners/prior-authorization-claims-and-billing/hipaa-electronic-data-interchange-edi>
- Even if you back date the start date, BACH are system files that happen real time. The system has no access to historical files to process.

ProviderOne Id/NPI: [redacted] Name: [redacted] Modification Request Number: [redacted]

Associate Billing Agent/Clearinghouse

Billing Agent/Clearinghouse ProviderOne ID: [redacted]

Start Date: 02/01/2025 End Date: [redacted]

Status: In Review

Ok Cancel

Page ID: digAssocSubmitter(Provider) Environment: ssouat ID: app01_8050 Server Time: 02/27/2025 06:53:01 PST

6. Click on in review segment new BACH P1 ID (blue hyperlink)

MyInbox > Provider List > FAOI Modification > Billing Agent/Clearinghouse/Submitter

ProviderOne Id/NPI: [redacted] Name: [redacted] Modification Request Number: [redacted]

Billing Agent/Clearinghouse/Submitter List

Filter By: [redacted] And Filter By: [redacted] And Operational Status: Active Go

Save Filter My Filters

ProviderOne ID	Billing Agent/Clearinghouse	Operational Status	Start Date	End Date	Inactivation Date	Status
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	In Review

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Authorized Transaction Response

Transaction Response	Authorized	ProviderOne ID	Billing Agent/Clearinghouse	Start Date	End Date	Status
820-Premium Payment	No	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
835-Healthcare Claim Payment Advice	No	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
834-Benefit Enrollment	No	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
278-Prior Authorization Response	No	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
277-Claim Status Response	No	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
277U-Unsolicited Claims Status Response	No	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
271-Eligibility Response	No	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

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7. Click on each transaction response you want the new BACH to have access to. (blue hyperlinks). Important: If you have questions regarding any of the transaction responses, contact the HIPAA Help Desk via email hipaa-help@hca.wa.gov or visit the [HIPAA Electronic Data Interchange \(EDI\) HCA website](#) for more information.

ProviderOne Id/NPI: [redacted] Name: [redacted] Modification Request Number: [redacted]

Close Save

Manage Billing Agent/Clearinghouse Association

Billing Agent/Clearinghouse ProviderOne Id: [redacted]

Start Date: 02/01/2025 End Date: 12/31/2999

Status: In Review

Authorized Transaction Responses

Add

Filter By: [dropdown] And Filter By: [dropdown] And Operational Status: Active

Go Save Filter My Filters

Transaction Response	Operational Status	Start Date	End Date	Status
<input type="checkbox"/> 271-Eligibility Response				
<input type="checkbox"/> 277-Claim Status Response				
<input type="checkbox"/> 277U-Unsolicited Claims Status Response				
<input type="checkbox"/> 278-Prior Authorization Response				
<input type="checkbox"/> 820-Premium Payment				
<input type="checkbox"/> 834-Benefit Enrollment				
<input type="checkbox"/> 835-Healthcare Claim Payment Advice				

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8. Enter the start date used in step 3 of this process. It's not required to enter an end date, system will auto-populate the 'infinity' date 12/31/2999. Click Ok and the pop up will close. You should see that transaction response updates In Review status.

ProviderOne Id/NPI: [redacted] Name: [redacted] Modification Request Number: [redacted]

Print Help

Add Transaction Response

Note: In the "Authorized Transaction Responses" section, please select 'yes' for any outbound HIPAA transactions that your clearinghouse acquires on your behalf.

Billing Agent/Clearinghouse ProviderOne Id: [redacted]

Transaction Response: 835-Healthcare Claim Payment Advice

Start Date: 02/01/2025 End Date: [redacted]

Authorized: Yes

Status: In Review

Ok Cancel

Page ID: pgManageSubmitterAssociation(Provider) Environment: ssuat ID: app01_8050 Server Time: 02/27/2025 07:04:11 PST

9. Submit the modification by accessing the final steps of the BPW. These type of modifications are auto-approved by ProviderOne. You can verify the new approved information by accessing EDI Submitter Details next business day.

MyInbox > Provider List > FAOI Modification > Billing Agent/Clearinghouse/Submitter

ProviderOne ID/NPI: [REDACTED] Name: [REDACTED] Modification Request Number: [REDACTED]

Close Add

Billing Agent/Clearinghouse/Submitter List

Filter By: [] And Filter By: [] And Operational Status: Active [Go] Save Filter My Filters

<input type="checkbox"/>	ProviderOne ID	Billing Agent/Clearinghouse	Operational Status	Start Date	End Date	Inactivation Date	Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Active	02/01/2025	12/31/2999		In Review

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Authorized Transaction Response

Filter By: [] And Filter By: [] And Operational Status: Active [Go] Save Filter My Filters

Transaction Response	Authorized	ProviderOne ID	Billing Agent/Clearinghouse	Start Date	End Date	Status
835-Healthcare Claim Payment Advice	Yes	[REDACTED]	[REDACTED]	02/01/2025	12/31/2999	In Review
820-Premium Payment	No					
834-Benefit Enrollment	No					
278-Prior Authorization Response	No					
277-Claim Status Response	No					
277U-Unsolicited Claims Status Response	No					
271-Eligibility Response	No					

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MyInbox > Provider List > FAOI Modification

ProviderOne ID/NPI: [REDACTED] Name: [REDACTED] Review Status: HCA - In Process Modification Request Number: [REDACTED]

Close Required Credentials Undo Update Communication History

View/Update Provider Data - Facility/Agency/Organization/Institution

Business Process Wizard - Provider Data Modification (Facility/Agency/Organization/Institution). In order to finalize submission of your requested changes, you must complete the FINAL Step - Submit Modification Request for Review.

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Decision By	Step Remark
<input type="checkbox"/>	Step 1: Basic Information	Required	02/11/2015	02/11/2015	Complete			
<input type="checkbox"/>	Step 2: Locations	Required	02/11/2015	02/11/2015	Complete			
<input type="checkbox"/>	Step 3: Specializations	Required	02/11/2015	02/11/2015	Complete			
<input type="checkbox"/>	Step 4: Ownership & Managing/Controlling Interest details	Required	02/11/2015	02/11/2015	Complete			
<input type="checkbox"/>	Step 5: Licenses and Certifications	Optional	02/11/2015	02/11/2015	Complete			
<input type="checkbox"/>	Step 6: Training and Education	Optional	08/28/2014	08/28/2014	Complete			
<input type="checkbox"/>	Step 7: Identifiers	Optional	08/28/2014	08/28/2014	Complete			
<input type="checkbox"/>	Step 8: Contract Details	Optional	08/28/2014	08/28/2014	Complete			
<input type="checkbox"/>	Step 9: Federal Tax Details	Required	02/11/2015	02/11/2015	Complete			
<input type="checkbox"/>	Step 10: EDI Submission Method	Optional	08/28/2014	08/28/2014	Incomplete			
<input type="checkbox"/>	Step 11: EDI Billing Software Details	Optional	08/28/2014	08/28/2014	Incomplete			
<input type="checkbox"/>	Step 12: EDI Submitter Details	Optional	02/27/2025	08/28/2014	Complete	Updated	HCA	
<input type="checkbox"/>	Step 13: EDI Contact Information	Optional	08/28/2014	08/28/2014	Incomplete			
<input type="checkbox"/>	Step 14: Servicing Provider Information	Optional	08/28/2014	08/28/2014	Incomplete			
<input type="checkbox"/>	Step 15: Payment and Remittance Details	Required	02/11/2015	02/11/2015	Complete			
<input type="checkbox"/>	Step 16: Complete Enrollment Checklist	Required	10/25/2023	10/25/2023	Complete			
<input type="checkbox"/>	Step 17: Final Steps	Required	08/28/2014	08/28/2014	Incomplete			Please Submit the Modification

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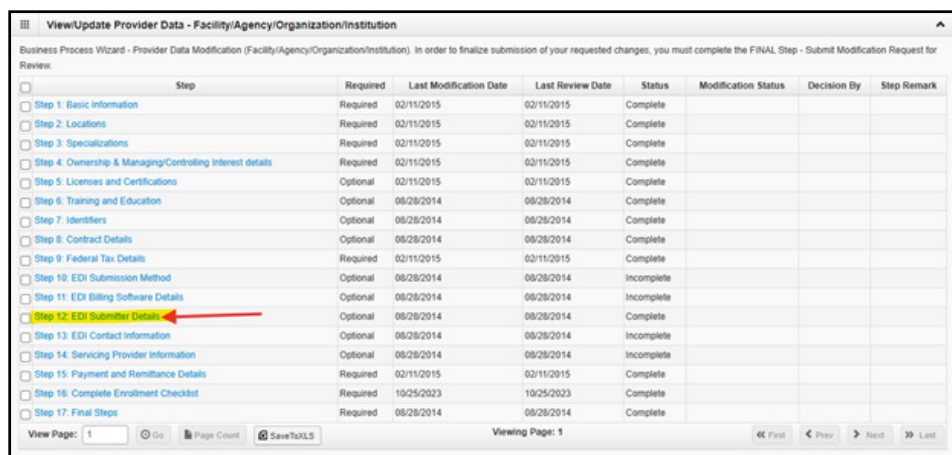
Page ID: pgBPWFacilityAgencyOrgInstitute(Provider) Environment: ssout ID: app01_8050 Server Time: 02/27/2025 07:12:30 PST

Change BACH

(End date OLD BACH and add NEW BACH)

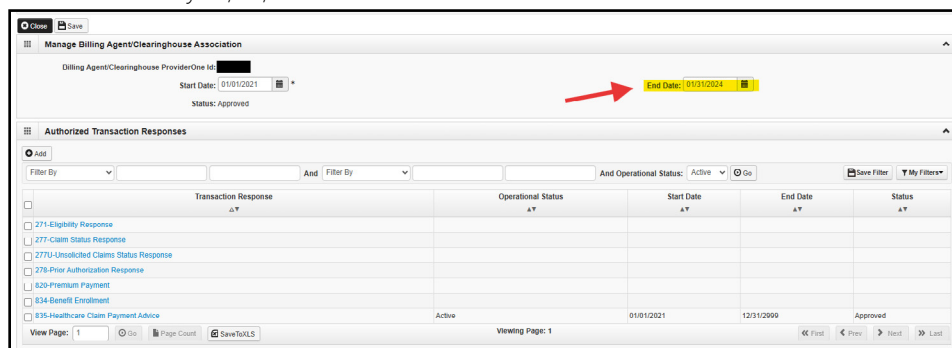
Providers can submit 1 BPW modification to end date old BACH and add new BACH. This means end dating old BACH and transaction responses and adding new BACH with transaction responses by submitting 1 BPW modification. For the example screenshots below, we are end dating old BACH with 835 and adding new BACH with 835.

1. Log into your P1 ID. If you need assistance see website <https://www.hca.wa.gov/billers-providers-partners/providerone/how-do-i-access-providerone>
2. Click on Manage Provider Information.
3. Access EDI Submitter Details step
4. Access EDI Submitter Details

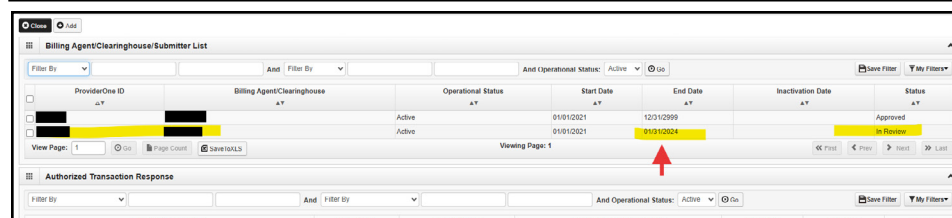


Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Decision By	Step Remark
Step 1: Basic Information	Required	02/11/2015	02/11/2015	Complete			
Step 2: Locations	Required	02/11/2015	02/11/2015	Complete			
Step 3: Specializations	Required	02/11/2015	02/11/2015	Complete			
Step 4: Ownership & Managing/Controlling Interest details	Required	02/11/2015	02/11/2015	Complete			
Step 5: Licenses and Certifications	Optional	02/11/2015	02/11/2015	Complete			
Step 6: Training and Education	Optional	08/28/2014	08/28/2014	Complete			
Step 7: Identifiers	Optional	08/28/2014	08/28/2014	Complete			
Step 8: Contract Details	Optional	08/28/2014	08/28/2014	Complete			
Step 9: Federal Tax Details	Required	02/11/2015	02/11/2015	Complete			
Step 10: EDI Submission Method	Optional	08/28/2014	08/28/2014	Incomplete			
Step 11: EDI Billing Software Details	Optional	08/28/2014	08/28/2014	Incomplete			
Step 12: EDI Submitter Details	Optional	08/28/2014	08/28/2014	Complete			
Step 13: EDI Contact Information	Optional	08/28/2014	08/28/2014	Incomplete			
Step 14: Servicing Provider Information	Optional	08/28/2014	08/28/2014	Incomplete			
Step 15: Payment and Remittance Details	Required	02/11/2015	02/11/2015	Complete			
Step 16: Complete Enrollment Checklist	Required	10/25/2023	10/25/2023	Complete			
Step 17: Final Steps	Required	08/28/2014	08/28/2014	Complete			

5. End date old BACH. Click on old BACH P1 ID then end date. The end date cannot be prior to the start date. You can use yesterday's date as the end date if they want the new BACH to be active next business day. You can also use a future end date. Example: If end date is 01/31/2024 this means the new BACH will be active next business day 02/01/2025. Click save and then close.



Transaction Response	Operational Status	Start Date	End Date	Status
835-Healthcare Claim Payment Advice	Active	01/01/2021	12/31/2024	Approved



ProviderOne ID	Billing Agent/Clearinghouse	Operational Status	Start Date	End Date	Inactivation Date	Status
[Redacted]	[Redacted]	Active	01/01/2021	12/31/2024		Approved

6. Next is end dating old BACH auth transactions. Click on old BACH P1 ID (approved segment)

ProviderOne ID	Billing Agent/Clearinghouse	Operational Status	Start Date	End Date	Inactivation Date	Status
[Redacted]	[Redacted]	Active	01/01/2021	12/31/2999		Approved
[Redacted]	[Redacted]	Active	01/01/2021	01/31/2024		In Review

7. End date the old BACH auth transaction responses. Click on authorization transaction responses (blue hyperlinks) that the old BACH has access to. The end date cannot be prior to the start date. You can use yesterday's date as the end date if they want the new BACH to be active next business day. You can also use a future end date. Example: If end date is 01/31/2024 this means the new BACH will be active next business day 02/01/2025. Click save and then close.

Transaction Response	Operational Status	Start Date	End Date	Status
271-Eligibility Response				
277-Claim Status Response				
277U-Unsolicited Claims Status Response				
278-Prior Authorization Response				
820-Premium Payment				
834-Renewal Enrollment				
835-Healthcare Claim Payment Advice	Active	01/01/2021	12/31/2999	Approved

Transaction Response: 835-Healthcare Claim Payment Advice
Start Date: 01/01/2021
Status: In Review
Authorized: Yes
End Date: 01/31/2024

ProviderOne Id/NPI: [Redacted]
Name: [Redacted]
Modification Request Number: [Redacted]
Billing Agent/Clearinghouse ProviderOne Id: [Redacted]
Start Date: 01/01/2021
End Date: 12/31/2999
Status: Approved
Authorized Transaction Responses table shows '835-Healthcare Claim Payment Advice' with 'End Date' 01/31/2024 and 'Status' 'In Review'.

8. Next is adding the new BACH. Click ADD.

ProviderOne Id/NPI: [Redacted]
Close Add
Billing Agent/Clearinghouse/Submitter List
Filter By: [Dropdown]
ProviderOne ID: [Text Field]
Billing Agent/C: [Text Field]

9. Enter P1 ID of new BACH and start date. The start date can be a future date or if you do not want any gaps between old and new BACH then you can use the next business day date which you used to end date the old BACH. If you don't have the P1 ID, check the list of approved BACH: <https://www.hca.wa.gov/billers-providers-partners/prior-authorization-claims-and-billing/hipaa-electronic-data-interchange-edl>.

Associate Billing Agent/Clearinghouse

Billing Agent/Clearinghouse ProviderOne ID: [Redacted]

Start Date: 02/01/2025

Status: In Review

End Date: [Empty]

OK Cancel

For example, the screenshot below shows old BACH ended 01/31/24, you can use start date of 02/01/25 for the new BACH. It's not required to enter an end date, system will auto-populate the 'infinity' date 12/31/2999. Click OK.

ProviderOne ID	Billing Agent/Clearinghouse	Operational Status	Start Date	End Date	Inactivation Date	Status
[Redacted]	[Redacted]	Active	02/01/2025	12/31/2999		In Review
[Redacted]	[Redacted]	Active	01/01/2021	01/31/2024		In Review
[Redacted]	[Redacted]	Active	01/01/2021	12/31/2999		Approved

10. Next is to add authorization transaction responses to the new BACH. Click on the 'in review' new BACH segment (blue hyperlink).

ProviderOne ID	Billing Agent/Clearinghouse	Operational Status	Start Date	End Date	Inactivation Date	Status
[Redacted]	[Redacted]	Active	02/01/2025	12/31/2999		In Review
[Redacted]	[Redacted]	Active	01/01/2021	01/31/2024		In Review
[Redacted]	[Redacted]	Active	01/01/2021	12/31/2999		Approved

11. Click on each transaction response provider wants the new BACH to have access to. (blue hyperlinks).

Transaction Response

271-Eligibility Response

277-Claim Status Response

277U-Unsolicited Claims Status Response

278-Prior Authorization Response

820-Premium Payment

834-Benefit Enrollment

835-Healthcare Claim Payment Advice

View Page: 1 Go Page Count SaveToXLS

Important: If you have questions regarding any of the transaction responses, contact the HIPAA Help Desk via email hipaa-help@hca.wa.gov or visit the **HIPAA Electronic Data Interchange (EDI) HCA website** for more information.

- Enter the start date for the new BACH authorization transaction response then click OK. The screenshot below we are setting up new BACH with 835. The start date can be a future date or if you do not want any gaps between old and new BACH then use the next business day date which you used to end date the old BACH.

Billing Agent/Clearinghouse [REDACTED]
 ProviderOne ID: [REDACTED]
 Transaction Response: 835-Healthcare Claim Payment Ad *
 Authorized: Yes
 Start Date: 02/01/2025 *
 End Date: [REDACTED]
 Status: In Review
 [OK] [Cancel]

Manage Billing Agent/Clearinghouse Association
 Billing Agent/Clearinghouse ProviderOne ID: [REDACTED]
 Start Date: 02/01/2025
 End Date: 12/31/2999
 Status: In Review

Authorized Transaction Responses

Transaction Response	Operational Status	Start Date	End Date	Status
835-Healthcare Claim Payment Advice	Active	02/01/2025	12/31/2999	In Review

This is what it looks like when an old BACH has been end dated and a new BACH has been added with 835.

Billing Agent/Clearinghouse/Submitter List

ProviderOne ID	Billing Agent/Clearinghouse	Operational Status	Start Date	End Date	Inactivation Date	Status
[REDACTED]	[REDACTED]	Active	02/01/2025	12/31/2999		In Review
[REDACTED]	[REDACTED]	Active	01/01/2021	01/31/2024		In Review
[REDACTED]	[REDACTED]	Active	01/01/2021	12/31/2999		Approved

Authorized Transaction Response

Transaction Response	Authorized	ProviderOne ID	Billing Agent/Clearinghouse	Start Date	End Date	Status
835-Healthcare Claim Payment Advice	Yes	[REDACTED]	[REDACTED]	01/01/2021	12/31/2999	Approved
835-Healthcare Claim Payment Advice	Yes	[REDACTED]	[REDACTED]	01/01/2021	01/31/2024	In Review
835-Healthcare Claim Payment Advice	Yes	[REDACTED]	[REDACTED]	02/01/2025	12/31/2999	In Review
820-Premium Payment	No					
834-Benefit Enrollment	No					
279-Prior Authorization Response	No					
277J-Claim Status Response	No					
277U-Unsolicited Claims Status Response	No					
271-Eligibility Response	No					

Old BACH with 835
 New BACH with 835

- Submit the modification by accessing the final steps of the BPW. These type of modifications are auto-approved by ProviderOne. You can verify the new approved information by accessing EDI Submitter Details step next business day.

View/Update Provider Data - Group Practice

Business Process Wizard - Provider Data Modification (Group Practice). In order to finalize submission of your requested changes, you must complete the FINAL Step - Submit Modification Request for Review.

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Decision By	Step Remark
Step 1: Basic Information	Required	02/26/2025	02/26/2025	Complete			
Step 2: Locations	Required	02/26/2025	02/26/2025	Complete			
Step 3: Specializations	Required	02/26/2025	02/26/2025	Complete			
Step 4: Ownership & Managing/Controlling Interest details	Required	02/26/2025	02/26/2025	Complete			
Step 5: Licenses and Certifications	Required	02/26/2025	02/26/2025	Complete			
Step 6: Training and Education	Optional	02/26/2025	02/26/2025	Complete			
Step 7: Identifiers	Optional	02/26/2025	02/26/2025	Complete			
Step 8: Contract Details	Optional	02/26/2025	02/26/2025	Complete			
Step 9: Federal Tax Details	Required	02/26/2025	02/26/2025	Complete			
Step 10: EDI Submission Method	Optional	02/26/2025	02/26/2025	Complete			
Step 11: CDI Billing Outlines Details	Optional	02/26/2025	02/26/2025	Complete			
Step 12: EDI Submitter Details	Optional	03/05/2025	03/05/2025	Complete	Updated		
Step 13: EDI Contract Information	Optional	02/26/2025	02/26/2025	Complete			
Step 14: Servicing Provider Information	Required	02/26/2025	02/26/2025	Complete			
Step 15: Payment and Reimbursement Details	Required	02/26/2025	02/26/2025	Complete			
Step 16: Complete Enrollment	Required	02/26/2025	02/26/2025	Complete			
Step 17: Final Steps	Required	02/26/2025	02/26/2025	Incomplete			Please Submit the Modification

For questions or issues about these EDI setup instructions, submit a Provider Enrollment ticket via the HCA Support Portal: **HCA Support**

To sign up for an account, or if you are not sure if you already have an account, please refer to: **Secure Access Washington**

Additional instructions on how to access the HCA support portal can be found at: **How to Access HCA support Portal SAW pdf**