

## PaySpan: a faster, easier way to get paid



### Meridian offers PaySpan, a free solution that simplifies administrative tasks for electronic payments and automatic reconciliation.

- **Improve cash flow** by receiving payments faster
- **Settle claims electronically** through Electronic Fund Transfers (EFTs) and Electronic Remittance Advices (ERAs)
- **Eliminate re-keying of remittance data** by choosing how you want to receive remittance details
- **Create custom reports** including ACH summary reports, monthly summary reports, and payment reports sorted by date
- **Maintain control over bank accounts** by routing EFTs to the bank account(s) of your choice
- **Match payments to advices quickly** and easily re-associate payments with claims
- **Manage multiple payers**, including any payers that are using PaySpan to settle claims

### Follow these instructions to get started.

You may need your National Provider Identifier (NPI) and Provider Tax ID Number (TIN) or Employer Identification Number (EIN).

1. **Call 1-877-331-7154** for your unique registration code. Then, **visit** [payspan.com/providers](https://payspan.com/providers) and click **Register**.
2. Enter your registration code and click **Submit**.
3. Enter your PIN, TIN or EIN, and NPI. Then, click **Start Registration**.
4. Populate the requested Personal Information. Click **Next**.
5. Designate an account for fund transfers by completing the required fields. Click **Next**.
6. Verify your information and check the box to agree to the service agreement. Then, click **Confirm**.
7. Within a few business days, you will receive a deposit of less than \$1 from PaySpan. Then, follow these steps to complete registration:
  - ▶ Contact your financial institution to obtain the amount deposited by PaySpan.
  - ▶ Log into PaySpan, and click **Payments**.
  - ▶ Click the **Account Verification** link on the left side of the screen.
  - ▶ Enter the amount of the deposit in this format: 0.00.  
(The deposit does not need to be returned.)

For PaySpan registration assistance, call: **1-877-331-7154**  
Email: **providersupport@payspanhealth.com**