Memorial Hermann eCredentialing Tutorial

Tutorial 5 How to Pay Credentialing Fees



Version 1_01/2018



In this tutorial, you will learn how to:

- **Submit payment** using an online payment tool in the eCredentialing portal.
- Process payment using either a credit card or electronic check.
- Ensure the practitioner's Memorial Hermann eCredentialing application is submitted after payment is rendered.







Memorial Hermann enhanced the eCredentialing experience with an *electronic practitioner online payment* (ePOP) solution.

ePOP allows for a more *simple* credentialing fee *payment process* for Memorial Hermann hospitals and MHMD membership* listed within the practitioner's eCredentialing application.

Say goodbye to individual paper checks** for each *Memorial Hermann hospital* and/or *MHMD membership* and hello to credit card or electronic check payments.



*MHMD membership payment will be a separate invitation for initial applicants.

**Not applicable for surgery or endoscopy centers





The *Review, Pay, and Submit* tab will show the *Payment* button if payment is due in order to submit your application.

Click the *Payment* button to open ePOP and make an electronic payment.

Basic	Work Background	Education and Training	Disclosure Questions	Privileges	Documents	Review, Pay,
	Background		Questions	~		and Submit
	Submit					
mit		as appear with blue che	ckmark (💙).			
	Submit button To sign your a (SSN): 999-99 If you have qu - Refer to - Email gr	estions during the applic the <u>Frequently Asked O</u> edentialing.helpdesk@m	ns are complete. the following input s cation process, the fol uestions (FAQ) emorialhermann.org	tandards for date of l	birth (DOB): MM/DD/Y	
	Status: 100% Cor	State of the second	_	se make payment Payment		
	Rat	sic Information			~	
	50.				× .	
		rk Background				
	Wo	rk Background ucation and Training			×	





The **Payment Summary** in ePOP lists all of the Memorial Hermann hospitals and/or membership fee total(s), excluding surgery and endoscopy centers.

Scroll down to the **Billing** Information section to enter your name, address and email address, which will immediately receive an email containing the receipt at the conclusion of the transaction.

Click *Save & Continue* to select the payment type.

		* Denotes a required field
	Billing Information	
* First Name	Tera	
Middle Name		
* Last Name		
* Street Address		
Address Line 2		
* City	Houston	
* State / Province	TEXAS V	
¥ Postal / Zin Code		
	Save & Continue	
	Middle Name * Last Name * Street Address Address Line 2 * City	* First Name Tera Middle Name Sunni * Last Name Lowe * Street Address 902 Frostwood Drive Address Line 2





Select your preferred method of electronic payment as:

- Credit Card or
- Automated Clearing House (ACH)/eCheck

To pay with a *credit card*, enter the:

- ✓ Card Number
- ✓ Expiration Date
- ✓ CVV

To pay with ACH/eCheck, enter the:

- ✓ Check Type (Personal or Business)
- ✓ Account Type (Checking or Business)
- ✓ Account Number
- ✓ Routing Number

The *transaction amount* lists the total from the summary screen. Click *PROCESS TRANSACTION* to submit the payment.

	0	Credit Card	0	ACH / e	Check	
ACH Payment						
		Chec	cking Information			* Denotes a required fiel
	* Check Type	Select Check Type		~		
	* Account Type	Select Account Type		~		
	* Account Number	xxxxxxxx				
	* Re-enter Account Num.	X000000X				
	* Routing Number	XXXXXXXXXX				
	* Re-enter Routing Num.	X0000000X			_	
	Amount	750.00				



Were POP How to Pay Credentialing Fees

The Transaction Results include

- the Payment Result
- Payment Amount
- Confirmation Number and
- Credit Card information if used

Click *Logout* to exit the screen and return to the *eCredentialing portal and application*.

Tha	l/eCheck Payment nk you, your payment has been successfully processed. return to the eCredentialing Portal & Application click "Logout" on this screen.	
	C* Logout	
mer	Vindows Internet Explorer	
me: L OW I Sacili Aemo	The webpage you are viewing is trying to close the tab. Do you want to close this tab?	Fee 5250
	Yes No Transaction Results	5250
	Result: Approved	
	Credit Card Number: xxxx-xxxx-0006 Credit Card Exp Date: 12 / 25	
	Payment Amount: \$750.00	
	Confirmation Number: 2188203	

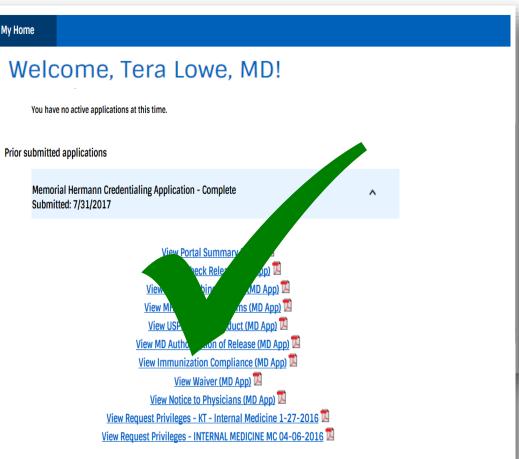




Select the *Submit* button to complete the security questions for submission. Be sure to *remove any pop-up blockers* on your internet browser to view the security questions.

The practitioner will be prompted to input their *social security number* (xxx-xx-xxxx) and *date of birth* (MM/DD/YYYY) to *electronically sign* all of forms within the application.

Documents will display as a dropdown of PDF hyperlinks with electronic signatures. Your application has now been submitted to the Credentialing department. *Thank you for completing your eCredentialing application.*







The *Memorial Hermann eCredentialing Payment* email includes the *Payment Invoice*, which outlines *the*

- Payment Type
- Payment Date
- Facilities or Membership and
- Payment Details

The email will automatically be sent after the payment is processed.

Keep the receipt for your records.

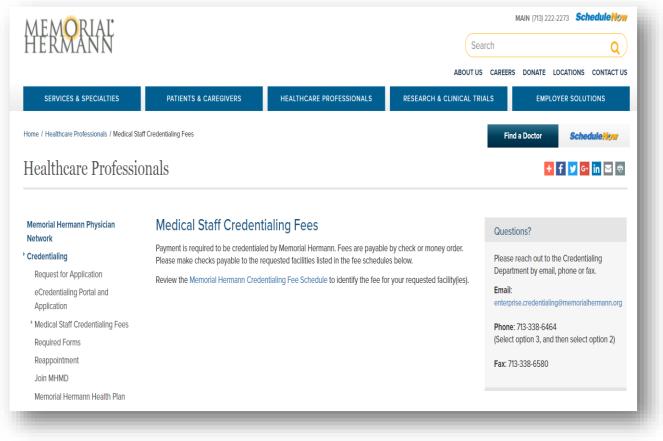
From: Enterprise Credentialing Sent: Thursday, December 28, 2017 3:22 PM To: Lowe, Tera
Subject: Memorial Hermann eCredentialing Payment
ACH/eCheck Payment
Lowe, Tera
Payment Invoice
December 28, 2017
Memorial Hermann Cypress Initial : \$250
Subtotal Fees: \$250
Memorial Hermann Greater Heights Hospital Initial : \$250
Subtotal Fees: \$250
Memorial Hermann Memorial City Medical Center Initial : <u>\$250</u>
Subtotal Fees: \$250
Total Credentialing Fees: \$750
Payment Details
Result: Success
Payment Amount: \$750
Confirmation Number: 2188334
Please save your Memorial Hermann eCredentialing payment confirmation for your record
If you have any questions about your receipt, please email
enterprise.credentialing@memorialhermann.org.



How to Pay Credentialing Fees

Credentialing fees for Memorial Hermann endoscopy and surgery centers need to be mailed directly to the facility.

To locate the facility's address, visit Memorial Hermann's website.





Conclusion

This concludes the Memorial Hermann eCredentialing Tutorial: How to Pay Credentialing Fees



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