



Signing up for ePCS Delivery

An ePCS is the electronic form of the paper Provider Claim Summary (PCS) that is printed and mailed by the Central Billing Office. The recipients of the ePCS receive the document via email. The appearance and format of the electronic version and the paper version are the same however, Offset Reports are only made available with the paper version. Both paper and electronic claims that have been adjudicated by the CBO for the processing week will display on the ePCS.

Additional Facts About the ePCS Process:

- Paper or mailed Provider Claim Summaries will stop. The tax ID is placed on Mail Hold when ePCS delivery is setup. Recipients of the ePCS email may opt out of the auto mail hold option. There is a line at the bottom of the ePCS email that requests the recipient to reply to the ePCS email received if they wish to continue receiving paper PCS delivery. A lack of response will result in the account remaining on mail hold.
- ePCSs cover all providers listed under the tax ID, not just a single provider. All EOBs for the tax ID will go to a single email address. ePCS documents may not be emailed out to multiple email addresses. It is the recipient's responsibility to forward the ePCS document to all necessary parties within the organization.
- The ePCS document will be encrypted and may only be accessed with a password provided by the recipient. The password must be at least 6 characters.
- ePCS will be delivered every Thursday, by email in a zipped and encrypted file. A PDF viewer is required to read it the file.
**PDF viewers are often built in to most OS or browsers. If not, Adobe Reader is available as a free download.*
- To view and open the encrypted ePCS file, the recipient will have to:
 1. Download the ePCS attachment to their machine. (the following changes cannot be made in the browser)
 2. Go to the ePCS that just downloaded (usually in the "downloads" folder)
 3. Rename the ePCSxxxxxx.333 to ePCSxxxxxx.zip
 4. Open the newly renamed ePCSxxxxxx.zip file
 5. Enter password (This is the password that was provided at the time of setup)

Once the password is entered, the ePCS will display.