SKYGEN USA
POWERING HEALTHCARE FOR THE DIGITAL AGE

Instructions for the

Electronic Funds Transfer (EFT) Authorization Agreement

RECEIVE ELECTRONIC CLAIMS PAYMENTS FASTER THAN MAILING PAPER CHECKS—FOR FREE!

Three Easy Steps for EFT Enrollment

1. Fill in the attached **EFT Authorization Agreement** form.
2. Return the completed form with a scanned or faxed copy of a *voided check* from your financial institution.
3. Send the form and *voided check* to Provider Services via email or fax. (Please see the form for the email address and fax number.)

Why enroll in EFT?

Direct Checking and Savings Account Payments

Prompt payments for services rendered is always a concern. Electronic Funds Transfer (EFT)—a secure and free online procedure—replaces paper checks for services rendered. This access enables you to:

- Receive claims payments in established bank accounts up to a week faster than paper checks.
- Decrease incoming mail, eliminating delays or mistakes due to hardcopy procedures.
- Lower administrative costs, save paper, and take advantage of a convenient audit trail.
- Review and verify remittances easily and conveniently on the Provider Web Portal—at no charge to your office.

Why use the web portal?

Online Resources for Enrolled Providers

Secure login access to the system—from anywhere at any time—allows you and your authorized office staff to handle a variety of routine tasks, such as the following.

- Verify member eligibility.
- Set up office appointment schedules, which automatically verify eligibility and fill in claim forms for online submission.
- Submit claims and verify claims status for services rendered.
- Submit authorization requests and send digital attachments, such as Explanation of Benefits (EOBs) and treatment plans.
- Check patient treatment history for specific services.

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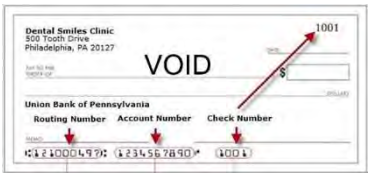
Electronic Funds Transfer (EFT) Authorization Agreement

Get your reimbursement faster and easier with EFT! To receive your payments by EFT, please complete this form and return it with a scanned or faxed copy of a voided check. *(This Authorization Agreement will not be valid without a* voided check.*)*

Submission Options	
Send this completed form and voided check to Skygen USA via:	**Fax:** 262-721-0722 *or* **Email:** providerservices@skygenusa.com
Submission Reason	
Select one checkbox.	❑ New EFT Authorization | ❑ Account or bank change to existing EFT Authorization

Provider Information		
Provider Name *(Include d/b/a, if any.)*	Taxpayer Identification Number	*Select one checkbox.* ❑ SSN | ❑ EIN
Street Address		
City	State	Zip Code
Phone Number	Email Address	

Financial Institution Information	
Financial Institution Name	Financial Institution Routing Number *(Include 9 digits with any leading zeros.)*
Account Number *(Include up to 10 digits with any leading zeros.)*	*To indicate account type, select one checkbox.* ❑ Checking Account | ❑ Savings Account
Note: Please return this form with a *voided check* or the Authorization Agreement will not be valid.	

Authorization

I hereby authorize Skygen USA, on behalf of itself and its affiliates, (hereinafter "Company") to initiate credit entries to the account at the financial institution listed above for all payments. I authorize and request the financial institution to accept credit entries by Company to such account and to credit the same to such account. If Company credits more money than the correct payment amount due to duplicate electronic funds transfers (where "duplicate" is defined as multiple electronic funds transfers received for the same services rendered, the same membership, and the same dates of service) or erroneous electronic funds transfers (where "erroneous" is defined as complete electronic funds transfers received in error) I authorize Company to withdraw the overpayment electronically. I accept responsibility for any resulting loss of payment and release Company from any liability for or arising from my failure to submit accurate or updated information to Company. I understand that I must communicate any changes in my information to Company. This authorization is effective as of the signature date below and is to remain in full force and effect until Company has received written notification from me of its termination or Company notifies me that this service has been terminated. I agree to provide notification of change/termination 30 days in advance. By signing this authorization, I acknowledge that I have read and agree to the conditions set forth herein. Furthermore, I certify that the information provided is true and accurate in all respects and that I have been duly authorized to enter into this agreement.

Printed Name	Title
Authorized Signature	Date