

Access Explanation of Benefits (EOBs) in EZ-NET: A Step by Step Guide

Step 1: Access EZ-NET by navigating to <u>https://nemsmso.org</u> and selecting **PROVIDER PORTAL (EZ-NET)**, then click **Login** on the upper-right hand corner of the page.



Step 2: Select Main Menu once you login to EZ-NET.





Step 3: Select the **Providers** module and choose **EOB History** on the drop-down menu.

			Dashbo	oard Main	Menu	J Settings	Logout			
	Providers 🔨	Members	~	Auth/Referrals	~	Claims 🗸	References 🗸	Favorites 🗸	General 🗸	
	Provider Sea	rch								
	EOB History									
-										

Step 4: Select the correct Company ID.

Dashboard N	Company ID	
Providers 🗸 Members 🖌 Auth/Refer	rals ♥ Claims ♥ References ♥ Favorites ♥ General ♥	NEMSMSO should be used for members of the following plans: • San Francisco Health Plan
<u>C</u> ompany ID: <u>V</u> endor: Check #: <u>P</u> ald Date From:	SELECT COMPANY	 Anthem Blue Cross Santa Clara Family Health Plan Alignment Health Plan PACE
Sort By:	VENDOR ID v ownload Selected 835 Search Clear	GBHP should be used for members of Health Net & Golden Bay Health Plan.

Step 5: Click on the **magnifying glass** next to **Vendor**.

Providers 🗸 Members 🗸 Auth	n/Referrals \checkmark Claims \checkmark References \checkmark Favorites \checkmark General \checkmark
y	
<u>C</u> ompany ID:	NEMSMSO - NORTH EAST MEDI
<u>V</u> endor:	Q
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Download Selected EOB	Download Selected 835 Search Clear



Step 6: On the **Vendor** window, input the **Vendor ID** and select **Search**.

Vendor Search	Vendo	Vendor ID				
Search Clear	No of Records:		The Ve	The Vendor ID is the Federal Tax Identification number or Federal Employer Identification number (FEIN) that your organization used to		
Vendor Name:	Federal Tax ID:		Tax Ide			
Vendor ID:	Zip:		that yo			
Vendor SSN:	Vendor Extern	registe portal.	register for the provider portal.			
Vendor NPI:						
Vendor ID Group	Vendor SSN Vendor NPI	Federal Tax ID	Zip	External ID		

Step 7: Double-click the option that matches your **Vendor ID, Group Name and NPI #.**

Vendor Search					×
Search Clear	No of Reco	ords: 1		<u>O</u> k	<u>C</u> ancel
Vendor Name:		Federal Tax ID:			
Vendor ID:		Zip:			
Vendor SSN:					
Vendor NPI:					
Vendor ID Group	Vendor SSN	Vendor NPI	Federal Tax ID	Zip	External ID



Step 8: Input the **Check Number.** Change the **Paid Date** to the check's date. Click on **Search** when completed.

<u>⊂</u> ompany ID: <u>V</u> endor:	NEMSMSO - NORTH EAST MEDI-	Check # and Check Date is located on the physical check.
Check #: Paid Date From:	XXXXX 10/9/2024 V Io: 10/9/2024 V	Input the same date in both boxes to locate the specific FOB for the
So <u>r</u> t By:	VENDOR ID	check.
Download Selected EOB	Download Selected 835 Search Clear	

Step 9: Click on the **Print Image** icon to view the EOB.

EOB Histo	ory													?
					<u>C</u> ompany ID:		NE	MSMSO - NORTH I	EAST MEDI	•				
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SELECT	EOB	835	Company ID	Payee ID	Payee Name	Payee Type	Check Prefix	Check Number	Check Date	Check Clear Date	Check Amount	EFT Trace #	Reference #	
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