



**COLORADO**  
Department of Health Care  
Policy & Financing

Dear Submitter,

In order to receive an 835 or Remittance Advice (RA), previously called the provider claim reports, each associated provider will need to assign these transactions to you, by assigning them in the [Provider Web Portal](#).

While RAs are automatically posted to the provider's web portal account, 835s will **only** be created and delivered if the provider has followed the steps below to assign the 835 to the trading partner. The 835 needs to be assigned to the trading partner **prior** to the financial cycle running. **The 835 files will not be reposted or recreated if this step is not followed.** Trading partners will instead need to use the RA as an alternative solution.

Providers must use the **Manage Accounts** page within the Provider Web Portal to assign both functions and transactions to the trading partners working on their behalf.

- To receive the RA, the provider must assign the Search Payment History and Resources - Download Reports functions to their trading partners.
- To receive the 835, the provider must assign the 5010 - 835 - Batch - X12 - Health Care Claim Payment/Advice transaction to their trading partners.

Please see [this link](#) for additional instructions.

Information regarding the assignment of the RA and 835 files was published in the [May Provider Bulletin](#). Please confirm your providers have reviewed the information.

Thank you,

The Colorado Department of Health Care Policy and Financing

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