



WHICH FORMS SHOULD I COMPLETE?

Please complete BOTH step 1 and 2 in order to successfully complete enrollment.

Step 1: Complete the [Highmark Online Enrollment](#)

- Click Provider Affiliations
- Select Add Provider to Existing Trading Partner
- Complete the Requester Information
- Enter the Trading Partner Information
 - Trading Partner ID - 516971
 - Trading Partner Name – Availity
- Enter Group NPI – Be sure to click “Validate this Provider.”
- Click Submit Provider

Step 2: Complete and Sign the Optum 270 Eligibility Enrollment form (Page 2&3)

WHERE SHOULD I SEND THE FORM(S)?

Step 1 is completed and submitted online.

Step 2 is emailed to support@officeally.com

- Subject: Highmark BCBS Pennsylvania (270/271) Enrollment
- Body: Please include the Providers Name, NPI and TIN along with page 2&3 of these instructions as an attachment.

WHAT IS THE TURNAROUND TIME?

5-7 business days

HOW DO I CHECK STATUS?

Send an email to support@officeally.com for enrollment status.



270 Eligibility Only Enrollment

Updated:

Payer Name		Payer ID	
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Overview

Complete the form(s) as instructed below and return them to Optum via IEDI by selecting Utilities > Enrollments > My Enrollments then click on " + Upload Enrollment Form". This will create your Record ID which attaches the agreements to your account for tracking purposes and any additional processing necessary for setting up your Eligibility for this payer.

necessary for setting up your

Estimated approval time frame:

Enrollment Agreement Instructions

To enroll for Eligibility with

For ENS/Optum 8-digit user ID GATE0068

1. Availity form is required and the payer requires the online enrollment to be completed
2. **File upload** - the completed Availity Setup 270 Eligibility Enrollment form.
3. **Failure** to upload the forms to Optum and **complete the online payer form** will cause rejection of your request.
4. **Sales Force Case** - Once you have received approval for Professional Claims *you will need to open a Sales Force Case informing us that you are approved* so that Optum Enrollments can update your IEDI Record ID and the Availity Registration ID in order to submit professional claims. Please specify "Approval for ERA" and provide the Record ID, TIN & NPI, Payer ID, Payer Name and date of the approval.

Who do I contact if I have questions?

Contact Optum Support at 1-866-678-8646 (1-866-OPTUM GO) choose Option #2



Optum User ID: GATE0068			
PAYER INFORMATION			
Payer Name:			Payer ID:
RECEIVER INFORMATION			
Your claim files will be received by the following clearinghouse:			
Receiver Name:			Availity Customer ID:
Contact Name:			
Telephone Number:	Ext:	E-mail Address:	
PROVIDER INFORMATION			PROVIDER IDENTIFIERS INFORMATION
Provider Name:			Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN):
Street:			
City:	State/Province:	ZIP Code/Postal Code:	National Provider Identifier (NPI):
PROVIDER CONTACT INFORMATION			
Provider Contact Name:			
Telephone Number:		E-mail Address:	
CLAIM INFORMATION			
Claim type being requested and aggregation TIN or NPI	270 Eligibility		
			Date:
SUBMISSION INFORMATION			
Reason for Submission:	New Enrollment	Change Enrollment	Cancel Enrollment
Authorized Signature:			
Important: By typing or signing a name in this field, you acknowledge and agree that you have been authorized by the provider or its agent to initiate, modify, or terminate an enrollment. You further acknowledge and agree that you have the legal authority to perform such action on behalf of your organization.			
Printed Name of Person Submitting Enrollment:			Submission Date:
UPLOAD THE FORM VIA:	IEDI Eligibility Enrollment File Upload		
Optum Internal use only:		Availity Internal use only:	