WHICH FORMS SHOULD I COMPLETE?

Please complete **BOTH** step 1 and 2 to successfully complete enrollment.

Step 1: complete the Highmark Online Enrollment
- o Click Provider Affiliations
- o Select Add Provider to Existing Trading Partner
- o Complete the required information
- o For Trading Partner Information enter:
  - ▪ Trading Partner ID - 534136
  - ▪ Trading Partner Name – Availity LLC
- o Enter Group NPI #, then validate.
  - ▪ Receive ERA? – Click **No, leave ERA as is (Our ERA route has separate instructions)**
- o In Additional Comments section enter:
  - ▪ Please setup NPI for 270/271 Eligibility Transactions

Step 2: Submit an email to Availity.ERA@officeally.com
- o Subject: Highmark BCBS (PA) Senior Health Company SHCPAI (270/271) Enrollment
- o Body:
  - ▪ I have submitted the online Highmark enrollment on __(date)____. Please add the following provider's 270/271 enrollment in Availity's portal:
    - • Organizational Provider Name:
    - • Provider NPI:
    - • Provider TIN:
    - • Provider Address:
    - • Provider Contact Name:
    - • Provider Phone:
    - • Provider Email:
    - • Payer ID: 15460I (SHCPAI)

WHAT IS THE TURNAROUND TIME?

5 - 7 Business Days

HOW DO I CHECK STATUS?

Once Office Ally receives your email (Step 2) and the provider is added to Optum's portal, they will notify you when the step is completed.