

WHICH FORMS SHOULD I COMPLETE?

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

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

- Click Provider Affiliations
- Select Add Provider to Existing Trading Partner
- Complete the required information
- For [Trading Partner Information](#) enter:
 - Trading Partner ID - 521803
 - Trading Partner Name – Availity LLC
- Enter Group NPI #, then validate.
 - Receive ERA? – Click **No, leave ERA as is (Our ERA route has separate instructions)**
- In Additional Comments section enter:
 - Please setup NPI for 270/271 Eligibility Transactions

Step 2: Submit an email to Availity.ERA@officeally.com

- Subject: Highmark BCBS (PA) Senior Health Company SHCPAP (270/271) Enrollment
- 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: 15460P (SHCPAP)

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.