



# AVAILITY ERA ENROLLMENT INSTRUCTIONS

## WHICH FORM(S) SHOULD I DO?

- Availity ERA Enrollment Form
  - **NOTE:** If a **BCBS** payer is selected, you will automatically be enrolled for all BCBS payers listed on the form. The same rule is in place for **Regence** payers. If one Regence payer is selected, you will automatically be enrolled for all of the Regence payers.

## WHERE SHOULD I SEND THE FORM(S)?

- Email to [EnrollmentAdmin@officeally.com](mailto:EnrollmentAdmin@officeally.com); OR
- Fax to 360-314-2184

## WHAT IS THE TURNAROUND TIME?

- Once Office Ally receives your Availity ERA Enrollment Form, we will process the request within 24-48 business hours.
- The time it takes ERAs to start coming through to Office Ally is dependent upon that individual payer. Generally, ERAs can take anywhere from 14 to 45 business days to begin coming through.

## HOW CAN I CHECK THE STATUS OF MY ERA ENROLLMENT?

- To check the status of your ERA Enrollment Request, please email [EnrollmentAdmin@officeally.com](mailto:EnrollmentAdmin@officeally.com).
  - When you contact us, make sure to provide the **Payer**, **TIN/EIN** and **NPI** that was submitted on the form.



# AVAILITY ERA ENROLLMENT FORM

Email this form to [enrollmentadmin@officeally.com](mailto:enrollmentadmin@officeally.com). The Email Subject should read: **Availity ERA Enrollment**. Please make sure to print legibly and to complete this form in its entirety. You risk delaying enrollment if the application is unreadable or incomplete. All fields in **bold** are **required**.

## PROVIDER INFORMATION

**Provider Name:**

**Provider Address:**

**City:**

**State:**

**Zip:**

## PROVIDER IDENTIFIERS INFORMATION

**Provider Federal Tax Identification Number**

**Employer Identification Number (EIN):**

**National Provider Identifier (NPI):**

## PROVIDER CONTACT INFORMATION

**Contact Name:**

**Telephone Number/Extension:**

**Email Address:**

**Fax Number:**

## LEGACY ID(S)

**Legacy ID:** (i.e. Secondary Provider Identification assigned by the payer) This section is only required if you are enrolling for any of the payers listed below. If you are unsure of your Legacy ID, please contact the payer(s) prior to filling in the form.

Amerigroup (26375) Legacy ID:

BCBS of Western NY Medicaid/CHP (00246) Legacy ID:

Colorado Community Health Alliance (COCHA) Legacy ID:

Summit Community Care (PASSE) Legacy ID:

## SUBMISSION INFORMATION

**Reason for Submission:**

**Authorized Signature:**

Note: Electronic Signature (Typed Name) of Person Submitting ERA Enrollment.

**Continue to Page 2 for payer selection.**

**Please select those payers you wish to receive ERAs from ONLY.**

**This form can be used to enroll for ERAs from any of the following payers. Check all that apply.**

<b>Payer ID</b>	<b>Payer Name</b>	<b>Payer ID</b>	<b>Payer Name</b>
26375	Amerigroup (Legacy ID required)	59064	Community Care Plan (Commercial)
93221	Asuris Northwest Health Plan*	59065	Community Care Plan (Medicaid)
AVA01	Avalon Healthcare Solutions	CHPWA	Community Health Plan of WA
00050	BCBS of Colorado*	37363	ComPsych
00060	BCBS of Connecticut*	00803	Empire BCBS New York*
00601	BCBS of Georgia*	94999	Firstcare
00630	BCBS of Indiana*	94998	Firstcare Medicaid
00660	BCBS of Kentucky*	FLCCR	Florida Community Care
00680	BCBS of Maine*	60058	Hennepin Health (MHP01)
00241	BCBS of Missouri*	61101	Humana
00770	BCBS of New Hampshire*	45341	Maine Community Health Options
00265	BCBS of Nevada*	MDXHI	MDX Hawaii
55891	BCBS of North Dakota (00820)*	MNDH1	Minnesota Department of Health
00834	BCBS of Ohio*	12399	Physicians Health Plan (PHP) Northern Indiana
00423	BCBS of Virginia (00923)*	PREHP	Presbyterian Health Plan
00246	BCBS of Western NY Medicaid/CHP*	00851	Regence BCBS of Oregon*
00950	BCBS of Wisconsin*	00910	Regence BCBS of Utah*
53767	BCBS of Wyoming (00960)*	00611	Regence Blue Shield of Idaho*
00562	BCBSMN blue Plus Medicaid*	00932	Regence Blue Shield of WA*
47198	Blue Cross of California (BC001)*	SMPLY	Simply Health Care Plan
18768	Boulder Administration Services	PASSE	Summit Community Care (Legacy ID required)
BRIDG	Bridgespan	80314	Unicare
68047	California Health and Wellness	USFHP	US Family Health Plan
11345	Carecentrix	VAPRM	Virginia Premier Health Plan
COCHA	Colorado Community Health Alliance (Legacy ID required)		