

COMPSYCH (37363) ERA ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- Emdeon ERA Enrollment Form

WHERE SHOULD I SEND THE FORM(S)?

- Email the Emdeon ERA Enrollment Form to support@officeally.com

WHAT IS THE TURNAROUND TIME FOR ERA ENROLLMENT?

- Once Office Ally receives your Emdeon ERA enrollment form, we will process within 24-48 hours.
- Generally, ERA's can take anywhere from 14 to 45 days to begin coming through.

HOW DO I CHECK STATUS?

- To check the status of your ERA Enrollment Request, Please email Office Ally's Customer Support Department at support@officeally.com.
 - Make sure to provide the **Payer, TIN/EIN** and **NPI** that was submitted on the form when you contact us.

EMDEON ERA ENROLLMENT FORM



In order to enroll to receive ERAs electronically from this payer, please fill out this form and return it via email to Support@officeally.com, the Email Subject should read: **Emdeon ERA Enrollment**.

PAYER INFORMATION OF THE PAYER YOU ARE ENROLLING FOR ERAS FROM:

PROVIDER INFORMATION:

Provider Name:

Provider Address:

PROVIDER IDENTIFIERS INFORMATION:

**Provider Federal Tax Identification Number (TIN)
OR Employer Identification Number (EIN):**

National Provider Identifier (NPI):

PROVIDER CONTACT INFORMATION:

Provider Contact Name:

Telephone Number:

Email Address:

ELECTRONIC REMITTANCE ADVICE INFORMATION:

**Preference for Aggregation
of Remittance Data:**

***Note:** Account Number Linkage to Provider Identifier. Must match preference for EFT payments.*

SUBMISSION INFORMATION:

Reason for Submission:

Authorized Signature:

***Note:** Electronic Signature (typed name) of Person Submitting ERA Enrollment.*