835 ENROLLMENT REQUEST

Email this form to Optum.ERA@officeally.com or Fax to (360) 896-2151. Once your form is received and processed, Office Ally will email you a confirmation. If you do not receive a confirmation email from us within 2-3 business days or faxing or emailing this form, please send it again. 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.**

PAYER NAME

Government Employees Health Association (GEHA)

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:

SUBMISSION INFORMATION

Reason for Submission: New Enrollment

Authorized Signature:

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

NOTE: If you have received ERA's from these payers through another clearinghouse, you may be prompted via email from your previous clearinghouse to confirm the change. If you do not confirm the change, enrollment will be delayed.

Optum360
Electronic Remittance Advice Enrollment

Updated: 12/30/2020

Payer Name: Government Employees Health Association (GEHA)	Payer ID: 44054

Overview

Complete all forms as instructed below and return them for the additional processing necessary to set up your account for electronic remittance advice (ERA).

Estimated approval timeframe: 15-30 Business Days

Enrollment Agreement Instructions

To enroll for ERAs with Government Employees Health Association (GEHA):

1. Complete the payer online enrollment form.

   Optum360 partners with Availity who goes through SmartData Solutions for access to this payer for ERAs. Follow the attached instructions to complete the online enrollment with SmartData Solutions in order to receive ERAs.

2. To create your enrollment record you can use the Admin Simp Spreadsheet to upload several enrollment records. Once the record's are created you can attach the form for each payer requiring an Enrollment form. Instructions can be found in IEDI Help > Utilities > ERA Enrollments > ERA Enrollment File Upload. You can also create individual records using Direct Data Entry (DDE) and attaching the form. Instructions can be found in IEDI Help > Utilities > ERA Enrollments > Enrollments.

3. **Complete your SmartData Solutions on-line enrollment and Step #2.**

4. **Once you have received approval for ERAs you will need to open a Sales Force Case informing us that you are approved so that Optum360 Enrollments can update your IEDI ERA account and the Availity portal in order for you to receive the ERAs.**

Who do I contact if I have questions?

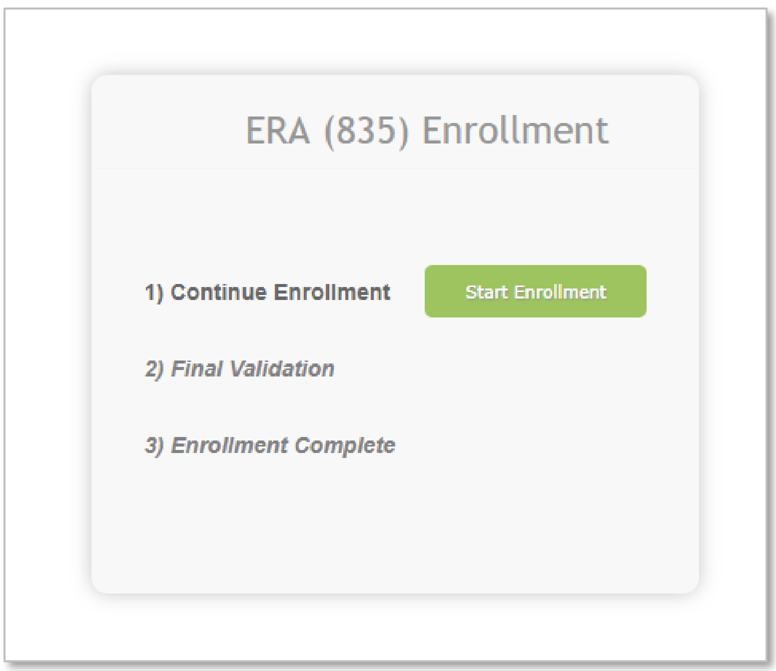
Contact the Optum360 Enrollment Department at (866) 367-9778, option 1.

ERA ENROLLMENT

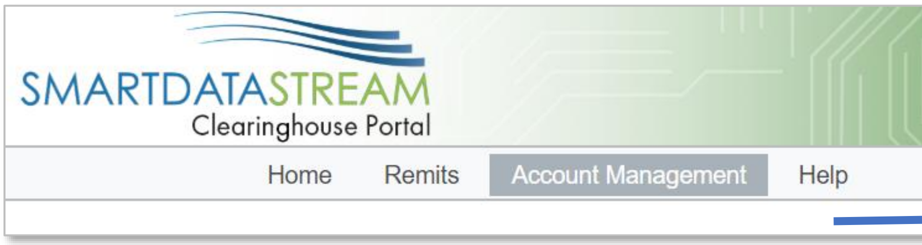
- There are several different methods for starting an ERA account with Smart Data Solutions depending on which payer you are enrolling for. If you have an account that doesn't include ERA enrollment already, or if you have a specific ERA account and would like access to additional payer's ERAs, please contact us as stream.support@sdata.us for more information.
- Providers can create an account with this link – SDS Account Creation

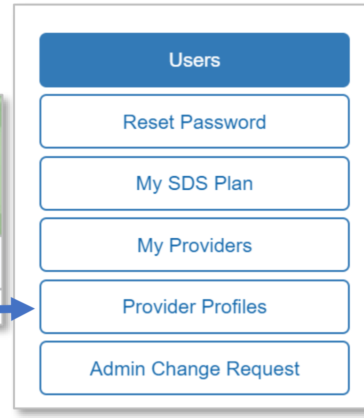
STARTING ERA ENROLLMENT

- After you've logged in and changed your password, you should be immediately prompted to start your ERA enrollment.



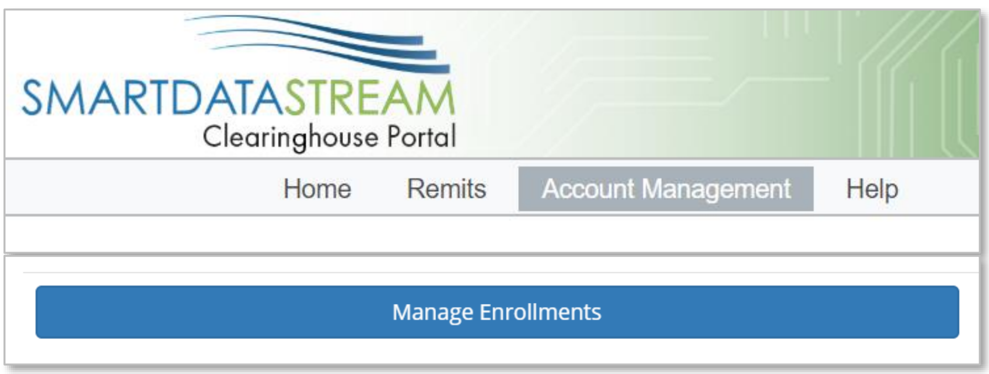
- If the above screen does not automatically appear you can select Account Management at the top bar. Then select Provider Profiles





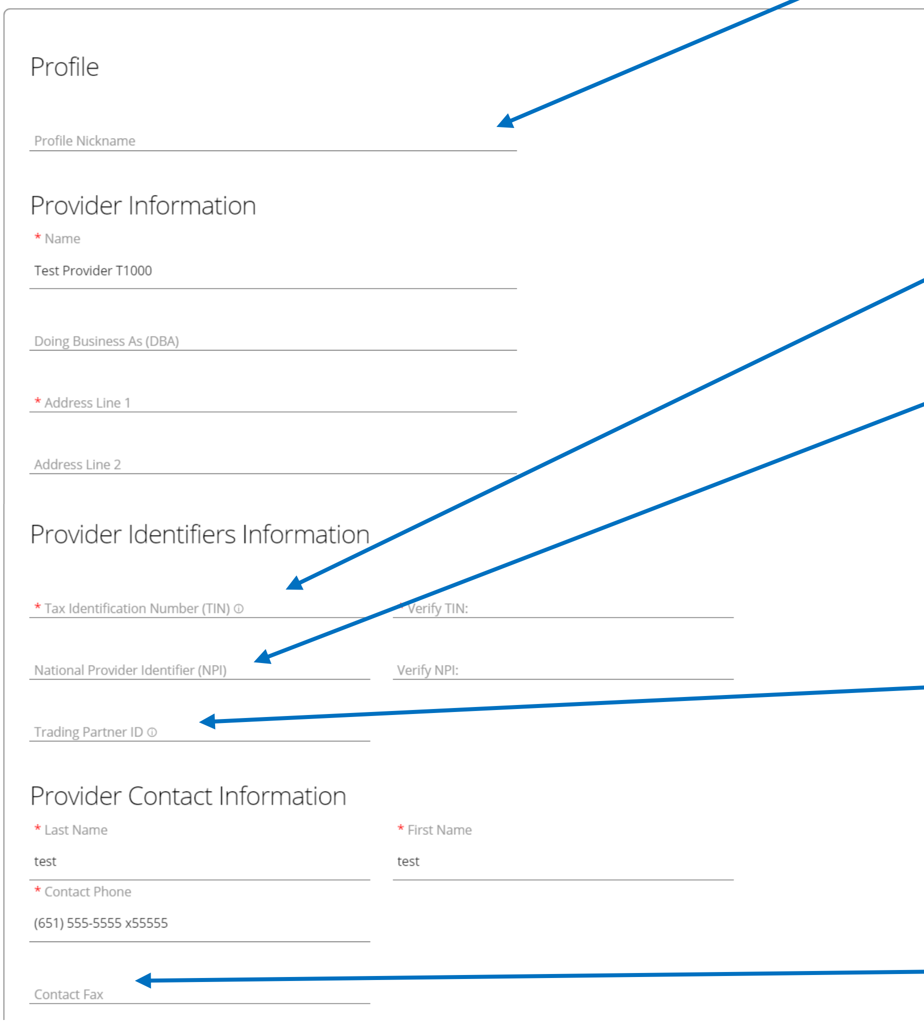
OR

- Select Remits at the top bar then Manage Enrollments



Public

ENROLLMENT FORM



Profile

Profile Nickname

Provider Information

* Name

Test Provider T1000

Doing Business As (DBA)

* Address Line 1

Address Line 2

Provider Identifiers Information

* Tax Identification Number (TIN) | Verify TIN:

National Provider Identifier (NPI) | Verify NPI:

Trading Partner ID

Provider Contact Information

* Last Name | * First Name

test | test

* Contact Phone

(651) 555-5555 x55555

Contact Fax

Profile Name will not affect your ERAs and is only for labeling enrollments on your account

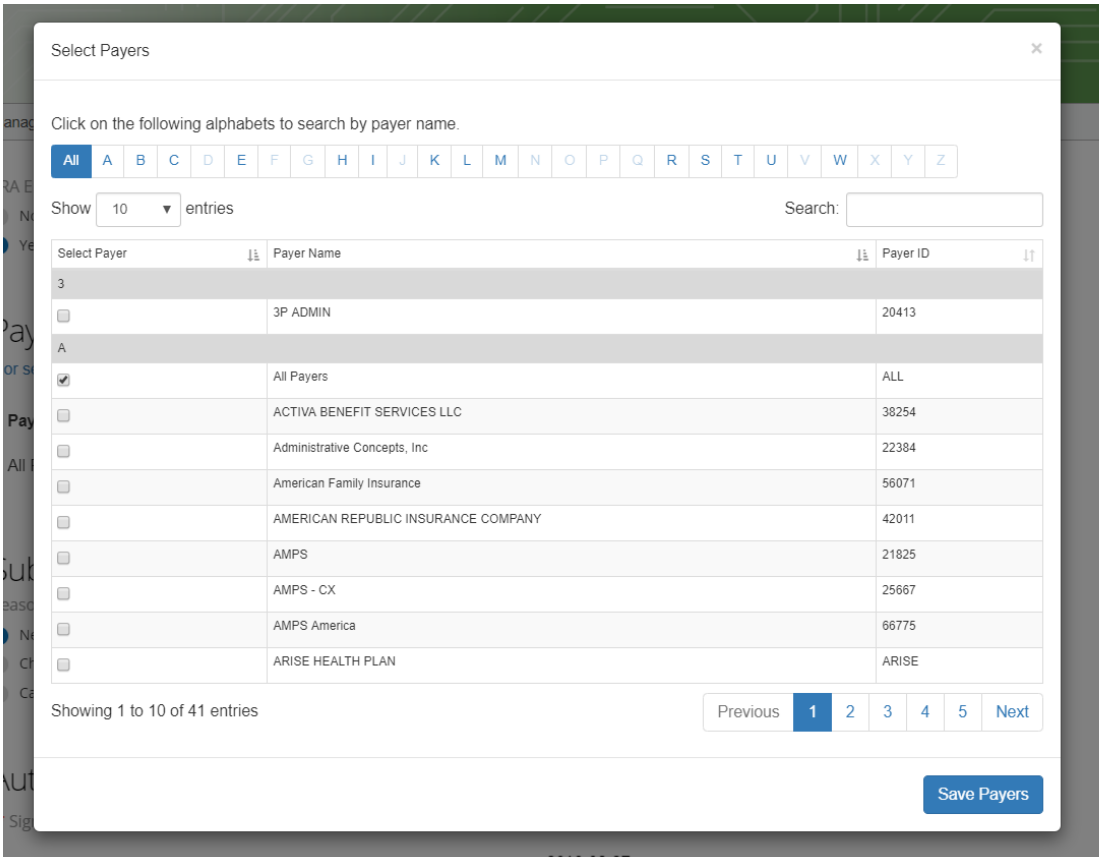
Don't forget to verify your tax ID

NPI is not required for your ERA enrollment. If left blank, you will receive ERAs for all NPIs associated with the Tax ID you enroll

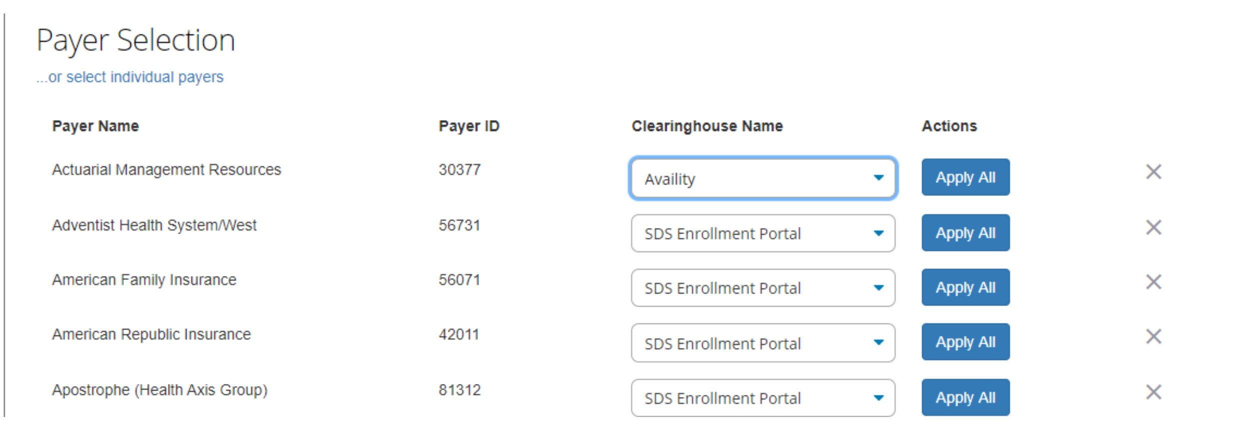
Trading Partner ID is not required if you do not have one

Fax may be left blank if unavailable

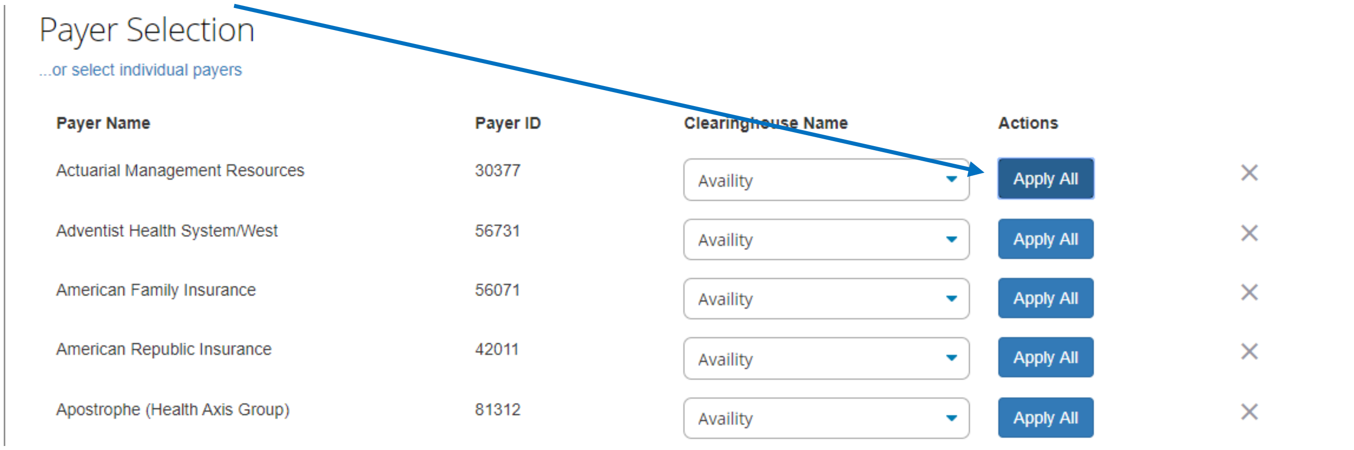
- Under Payer Selection select "or select individual payers" You will then see the screen below:



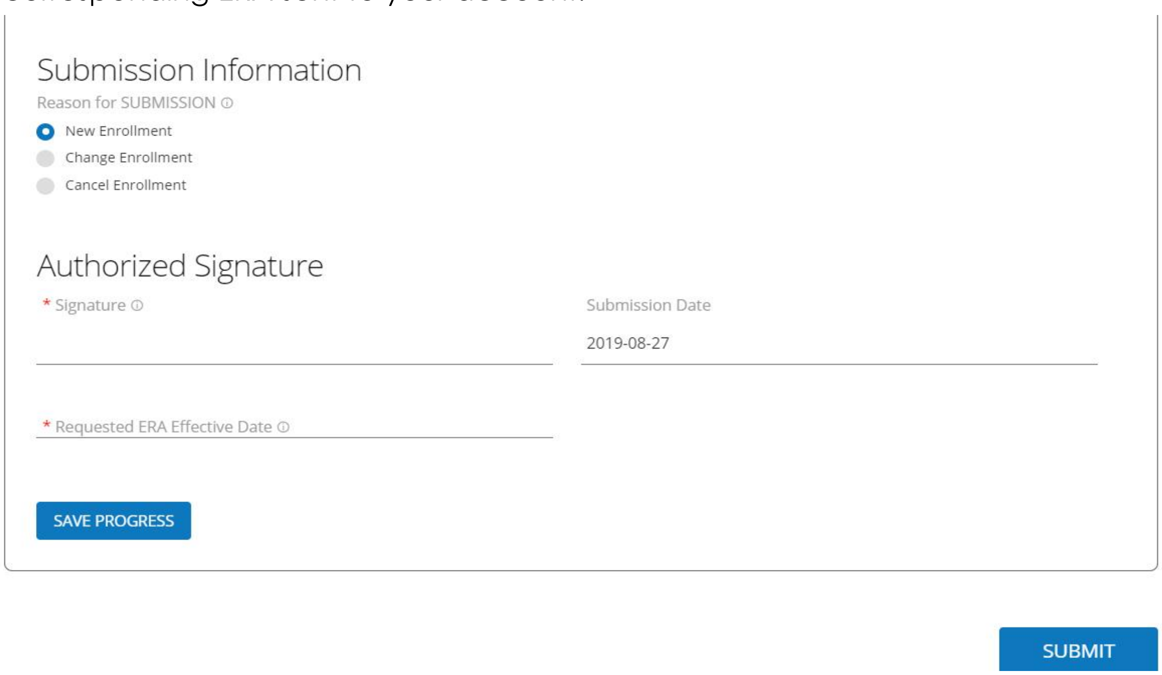
- Select Clearinghouse



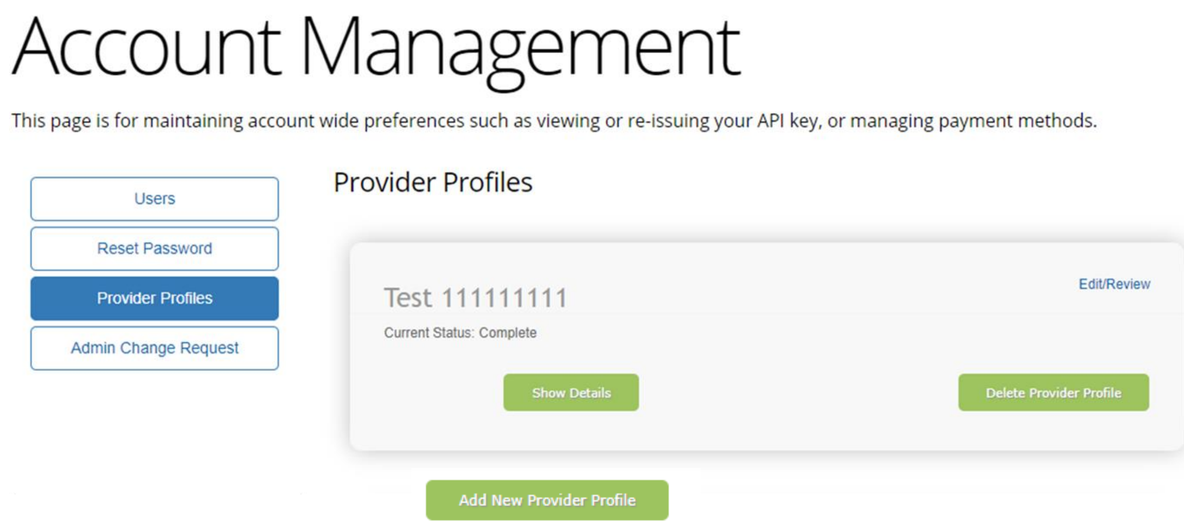
- Select "Apply All" to the right of the Clearinghouse Name and you will see the following result

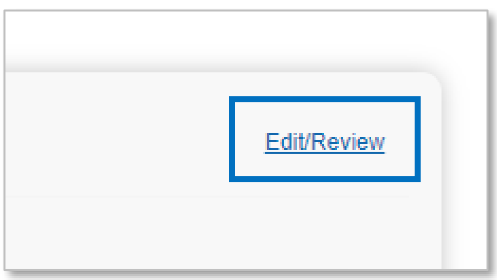


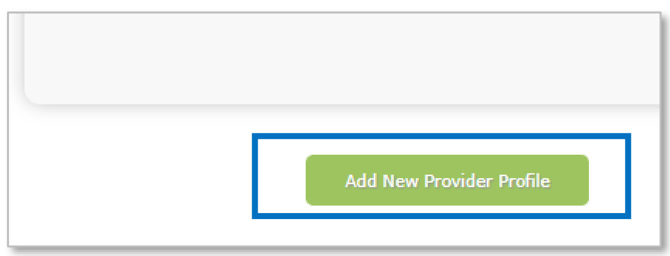
- The form will automatically have New Enrollment selected. If you click Save Progress and then come back to it, it will say Change Enrollment.
    - This does not affect your enrollment and only indicates that this is no longer the first time you are accessing this form.
- Type in your name for the signature.
- For the effective date, the soonest date available will be three days after the submission date. Any payments you receive after that submission date will have a corresponding ERA sent to your account.



- After you click Submit it will redirect you to a page that looks like this. If you see this page, you have successfully submitted your ERA enrollment.







- To change contact information, add or remove payers, change retrieval method, or cancel your enrollment you can click on Edit/Review

- To enroll additional tax ID's or NPI's click Add New Provider Profile