

WHICH FORMS SHOULD I COMPLETE?

- Complete the **KLYRE PAYMENTS NETWORK Agreements Forms** (Pg. 2-3)

WHERE SHOULD I SEND THE FORM(S)?

- Email the **completed forms** to Optum.ERA@officeally.com
 - o Please list the following as the **Subject Line** in your email: **Klyre Payments Network (RP132) ERA Enrollment - (Insert NPI)**
 - **Body** – Please complete my enrollment via Optum for the payer Klyre Payments Network (RP132)
 - o You will receive an auto-generated email returning a case number for your submission. Keep track of this case number in case you have questions regarding this enrollment in the future.

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 30 Business Days

HOW DO I CHECK STATUS?

- Once your spreadsheet is received and processed, Office Ally will email you confirmation.
- If you have not received a status update within the allotted turnaround time frame, please reply to your original case number email received requesting a status of the enrollment request.

**Return To - Internal Only****Payer Information**

Payer Name:

Payer ID:

Estimated Approval Days:

Multiple Clearinghouses:

Customer Information

Optum User ID:

Customer Name:

Provider Information

NPI:

Tax ID:

Provider Name:

Provider Address:

Provider City:

Provider State:

Provider Zip:

Contact Information

First Name:

Last Name:

Phone Number:

Email:



Optum requires the following information to set up our system internally.

Provider Name:

National Provider Identifier (NPI):

Provider Federal Tax Identification Number (TIN)
or Employer Identification Number (EIN):

Provider Address:

Provider City:

State:

Zip Code:

Contact First Name:

Contact Last Name:

Contact Phone:

Contact Email:

Drug name and/or Manufacture name: