



OPTUM MD BEHAVIORAL HEALTH (OMDBH) ERA ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- **OMDBH ERA Enrollment Form**
- **Payspan Enrollment** (instructions on page 3)
 - Once Payspan enrollment is approved, a new email must be sent to Support@officeally.com in order to complete the enrollment process with our trading partner.

WHERE SHOULD I SEND THE FORM(S)?

- Email the 835 ERA Enrollment Form to Support@officeally.com; OR
- Fax to (360) 896-2151

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 15-30 business days

HOW DO I CHECK STATUS?

- To check your ERA enrollment status, send an email to Support@officeally.com or call (360) 975-7000 option 1.



ODHI A 'A8 '6 < (CA86 <) ERA ENROLLMENT REQUEST

Email this form to Support@officeally.com. 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**.

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:

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.



AVAILITY ENROLLMENT FORM

Enrollment Instructions

In order to enroll in ERA transactions for this payer, Payspan online enrollment must be completed. Follow the below outline to register with Payspan and route this payer's ERAs to Availity-RealMed.

1. Register for Payspan

- Call 1-877-331-7154 and request your Unique Registration Code. The Registration Code is payer specific and is for one-time-use only.
- Go to www.payspanhealth.com and click the **Register Now** button.
- Enter your Registration Code, Provider ID Number (PIN) and Tax ID Number (TIN) in the boxes provided. Click the **Start Registration** button to begin the registration process.
- Continue with the enrollment by entering and verifying your provider/organization information.



EMPOWERING THE HEALTHCARE ECONOMY™

New Enrollment

Get Started Personal Info Account Setup Verify Your Info

Get Started

Welcome to PaySpan, where we are empowering the healthcare economy. PaySpan offers a solution that delivers electronic payments (ACH), electronic remittance advices (ERAs), analytics, and much more. This solution gives Providers access to remittance and claim details online, and straightforward reconciliation of payments to reduce costs and improve cash flow.

Choose one of the following options to begin your registration:

[Already Registered?](#)

National Provider Identifier (NPI)

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

Billing Zip Code (5 digits)

Submit

Reg Code

[What is a Reg Code?](#)

OR

Submit

2. EFT (OPTIONAL)

- If you registered for electronic payments (optional), you will receive a deposit of less than one dollar from PaySpan within a few business days. Contact your financial institution to obtain the amount and add this to your PaySpan account.
 - i. Log back into your PaySpan account
 - ii. Click **Your Payments**
 - iii. Click **Account Verification**
 - iv. Enter the deposit amount. *The deposit does not need to be returned to PaySpan.

3. Route 835s to AVAILITY-REALMED, a PaySpan Data Exchange Partner (DEP).

Follow these steps to create a PaySpan mailbox and route your 835s to Availity-RealMed.

- Log into your PaySpan account.
- Click **Your Payments**.
- Click **Accounts** under the Manage Panel.
- Click the **Account Name** you wish to create a mailbox for.
- Click **Mailbox Settings**.
- Click **Create Mailbox**, after a few seconds your mailbox ID will display.
- Click **Close** button.
- Go to **Edit Account** and click **Delivery Settings**.
- In the 835 Recipient drop-down menu, select **Availity-RealMed** as the 835 data exchange partner you will be using.
- Click **Save**.
- Click **Close**.

For further PaySpan assistance, call their Provider Services Team at 1-877-331-7154

Note: PaySpan will not provide enrollment status checks to Third-Party vendors.

Questions: [Contact PaySpan at 877-331-7154](tel:877-331-7154)