



OPTUM CARE NETWORK (OCN01) ERA ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- **835 Enrollment Request (California)**
- **Electronic Funds Transfer Request**
 - *Include a voided check with EFT enrollment request*

WHERE SHOULD I SEND THE FORM(S)?

- Fax the **835 Enrollment Request** to (310) 352-6219 **ATTN: Technical Services – EDI**
- Email the **Electronic Funds Transfer Request** to brossato@healthcarepartners.com

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 6-10 business days

HOW DO I CHECK STATUS?

- Call (310) 965-1100 Option 1 to check the status of your ERA enrollment.



835 ENROLLMENT REQUEST (CALIFORNIA)

TYPE OF REQUEST:

- Select **NEW** if not currently receiving Electronic 835 Remittance File to Auto-Post Payments
 - Must complete Section 1
 - Select **DELETE** if terminating receipt of the Electronic 835 Remittance File to Auto-Post Payments
 - Must Complete Sections 1 and 3
- ** Fax completed form to Optum --**
ATTN: Technical Services – EDI
Fax# (310) 352-6219

1. Healthcare Professional/Institution Information	
Contact Name:	Contact Number:
Contact E-mail:	Prov/Inst Group NPI#
Healthcare Prof/Inst Name:	TIN:
Address:	Phone#
City:	State/Zip:

2. Receiver Information	
Receiver Name: Office Ally, Inc.	
Contact: Customer Service	
Phone# 360-975-7000 – Option 1	HCP Submitter ID:

3. Delete Enrollment
Receiver Name:
Delete Enrollment for (HCP use only):



ELECTRONIC FUNDS TRANSFER REQUEST

To sign up for Electronic Funds Transfer (EFT), please complete all of the information below and submit form via e-mail to Barbara Rossato, Accounts Payable Claims Technician at brossato@healthcarepartners.com.

Today's Date:	
Provider/Institution Name:	
Provider/Institution Tax ID (TIN)#	
Provider/Institution E-mail Address:	
Bank Name:	
Bank Routing Number:	
Bank Account Number:	
Signature Authorizing Funds Transfer:	
Contact Phone# for questions:	

IMPORTANT NOTES:

- Completed form must be submitted with a copy of a voided check from the bank account into which the funds will be transferred/routed to
- For any questions/issue you may have regarding EFT, contact Barbara Rossato at (310) 354-4377