

FIDELIS CARE OF NEW YORK (11315) ERA ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- Optum ERA Setup Form
- Letter of Intent
 - If you previously retrieved Fidelis Care ERA's from another vendor, a letter of intent is required.
 - Letter must be on the provider/group letterhead and signed by an authorized representative.

WHERE SHOULD I SEND THE FORM(S)?

- Email the **Optum ERA Setup Form** and **Letter of Intent** (if completed) to enrollments@optum.com; or
- Fax it to (877) 630-2064

WHAT IS THE TURNAROUND TIME?

- The enrollment process can take approximately 14 business days.



For Internal Optum use only:

- Enter in RelayHealth Website
- Update in ERA Manager
- Est. Approval - 14 Business Days

OPTUM ERA Setup Form
837P CPID = 3792 / 837I CPID 6536

Please complete the requested information below. This information will be used to ensure your agreements are setup and processed in the most efficient manner. This form is for Optum use only and will not be forwarded on to the payer with your enrollment agreements.

Optum user ID:	
Contact Name:	
Contact Phone#:	
Contact email:	
Group Name:	
Group Billing TIN:	
Group Billing NPI:	
Group Legacy ID:	
Billing Address:	

Please list all providers for this Payer below:

Provider Name	Individual PTAN or Legacy ID (if applicable)	Individual NPI
Is the provider changing clearinghouses?	NO - Return Optum Form	YES - Return sample letter & Optum Form

Attn: Fidelis Care of New York

Currently I am receiving my remittance through _____ . I would like to start receiving my electronic remittance through RelayHealth.

Provider Name:

Provider Email:

Provider Phone:

Provider Address:

Signature of Authorized Representative and Date.