



TRICARE FOR LIFE (TDDIR) ERA ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- [Online Payer Enrollment Services Registration](#) (Instructions on pg. 2)
- **OPTUM360 ERA Setup Form**

WHERE SHOULD I SEND THE FORM(S)?

- Payer Enrollment Services Registration is done online
- Email the **OPTUM360 ERA Setup Form** to Optum.ERA@officeally.com
 - Subject: Tricare for Life ERA Enrollment

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 10-14 business days.

HOW DO I CHECK STATUS?

- Send an email Support@officeally.com to check your ERA enrollment status.



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TDDIR

Thank you for choosing Optum360® to receive your ERAs. The following instructions have been created in order to help you quickly enroll with the payer you have chosen. Please be advised that we make every effort to keep these forms up to date.

Please submit the attached forms to Optum360 through the IEDI Enrollments Tab.

Attached you will find the "OPTUM360 ERA Setup Form". Please complete this form and submit it to Optum360 with a copy of the agreement. This information, **along with your 8 digit ENS/Optum360 User ID on all correspondence**, will allow Optum360 to setup all provider information linked with your group.

If you have any questions, please contact the Enrollment Department at 866-367-9778, Option 1.

Enrollment Agreement Instructions:

The ERA enrollment for Tricare for Life is an on-line enrollment going through Change Healthcare. To begin enrollment please click this link: <https://payerenrollservices.com>

- ❖ Register for the tool by clicking on the "**Begin Enrollment**" button. **Or** click "**Sign In**" if you are already registered and would like to make changes.
 - Please Note: Existing providers do not need to create a new account with Change Healthcare unless you need to add or change an existing enrollment. All previously approved enrollments will remain valid until a new enrollment is received through the Change Healthcare portal.
- ❖ During the enrollment process when asked how you would like to receive ERAs from this payer under the Method of Retrieval * Clearinghouse * select from the drop down: "**Electronic Network Systems-Optum**" Trading Partner ID * **99028**
- ❖ For additional questions using the Change Healthcare enrollment tool, Providers can chat live with a representative directly through the Payer Enrollment Services site or call Change Healthcare customer service at 800-956-5190. Change Healthcare customer service representatives are available from 8:00AM – 5:00PM CST M-F.

Submit the Optum360 ERA Setup Form through IEDI to the Optum360 Enrollments Department for additional processing needed to updated your account for ERA's. Don't forget to include your 8 digit ENS/Optum360 User ID on your correspondence.

Please note that processing times will vary depending on your enrollment choice - ERA or ERA/EFT. You will need to verify approval and then open a Sales Force case advising Optum360 in order to have your Record ID updated to an "Approved" status.

