TRICARE FOR LIFE (TDDIR) ERA ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- [Online Payer Enrollment Services Registration](#) (Instructions on pg. 2)
- **Optum 835 Enrollment Request**
- **OPTUM360 ERA Setup Form**

WHERE SHOULD I SEND THE FORM(S)?

- Payer Enrollment Services Registration is done online

- Email the **OPTUM360 ERA Setup Form** AND **Optum 835 Enrollment Request** 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.

835 ENROLLMENT REQUEST

PAYER NAME

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.

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.

For Internal Optum360 use only:
Update ERA in IEDI per date given below
Est. Approval 10-30 Business Days

OPTUM360 ERA Setup Form

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 Optum360 use only and will not be forwarded on to the payer with your enrollment agreements.

Optum360 user ID:	
Contact Name:	
Group Name:	
Group Billing TIN:	
Group Billing NPI:	
Group Legacy ID:	
Taxonomy Code:	

Please list all providers for this Payer below:

Provider Name	Individual PTAN or Legacy ID (if applicable)	Individual NPI	Payer Name
I completed my Change Healthcare on-line enrollment on this date:			
I selected ERA only I selected ERA/EFT			