



VGM HOMELINK (50701) ERA ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- Optum 835 Enrollment Request
- Change Healthcare ERA Enrollment
- VGM Homelink Electronic Remittance Advice (ERA) Enrollment Form

WHERE SHOULD I SEND THE FORM(S)?

- Email ALL forms to Support@officeally.com

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 20-25 business days

HOW DO I CHECK STATUS?

- To check the status of your ERA enrollment, send an email to Support@officeally.com



OPTUM 835 ENROLLMENT REQUEST

Email this form to Support@officeally.com or Fax to (360) 896-2151. 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.



Optum360 Electronic Remittance Advice Enrollment

Updated: 1/27/2020

Payer Name:

Payer ID:

Overview

Complete all forms as instructed below and return them for the additional processing necessary to set up your account for electronic remittance advice (ERA).

Estimated approval timeframe: _____

Enrollment Agreement Instructions

To enroll for ERAs with _____:

1. Complete the attached payer enrollment form, which may include instructions to assist with your enrollment.

2. In IEDI go to Utilities > ERA Enrollment > ERA Enrollment File Upload > ERA Enrollment Instructions. This will give you the guidelines to complete a file upload.
3. Next choose the Enrollments tab.
4. Click on +New ERA Enrollment to select your ERA Form from your computer to be file uploaded.
5. **File upload just the completed Change Healthcare Remittance and payer forms to Optum360. Do not include this instruction page.**

Who do I contact if I have questions?

Contact the Optum360 Enrollment Department at (866) 367-9778, option 1.

Payer Information					
CPID	Payer ID	Payer	Type	Est Days	Multi CH
Special Enrollment Instructions					
Vendor Information					
Submitter ID	Submitter Name				
Provider Information					
Tax ID	NPI	Provider Number	Name		
Address			City	State	Zip
Contact First Name				Contact Phone	
Contact Email Address					
Confirmation Addresses					
Primary Email Address			Secondary Email Address		
ERA Receiver					
Distribution Detail					



VGM Homelink Electronic Remittance Advice (ERA) Enrollment Form

Fax completed form to 877-889-3744

Provider Information			
Provider Name			
Address 1			
Address 2			
City, State, Zip			
Tax ID		NPI	
Provider Contact Information			
Contact Name			
Contact Phone			
Submission Information			
Circle one	New Enrollment ____ Change Enrollment ____ Cancel Enrollment ____		
Authorized Signature			
Signature			
Printed Name			
Title (print)			

Electronic Remittance Advice (ERA)
<p>An ERA is an electronic version of a payment explanation of benefits (EOB) explaining claims payment or denial.</p> <p>This authorization is to remain in effect until Homelink has received an ERA cancellation notification from me that affords Homelink a reasonable opportunity to act on it. Please allow 10-21 business days for processing once enrollment is received. Processing times may vary depending on number of enrollments received, accuracy of the information provided and how legible the form is.</p>