



Office Ally

YALE UNIVERSITY HEALTH PLAN (60646) ERA-ENROLLMENT INSTRUCTIONS

WHICH FORMS SHOULD I COMPLETE?

This enrollment is a two-step process.

Step 1:

Complete the [following Spreadsheet](#) and email it to yhclaims@yale.edu requesting for the enrollments to be approved for Waystar.

Step 2:

Send an email to payerenrollment@officeally.com as follows:

- Subject: Yale University Health Plan (60646) ERA Enrollment_(insert your NPI)
- Body: Please process the ERA Enrollment for Yale University Health Plan with the below information:
 - Provider Name:
 - Provider Type (**Individual** or **Group**):
 - Provider NPI:
 - Provider TIN:
 - Physical Address (cannot be a PO Box):
 - Payer: Yale University Health Plan
 - Payer ID: 60646
 - Is the provider a **New submitter** or **Existing submitter** with Yale University Health Plan?

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is approximately 14 business days.

HOW DO I CHECK STATUS?

- Once Office Ally completes the enrollment registration with the vendor (step 2), you will receive a response back on your email once enrollment is finalized/complete.