



## 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](mailto:yhclaims@yale.edu) requesting for the enrollments to be approved for Waystar.

#### **Step 2:**

Send an email to [payerenrollment@officeally.com](mailto: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.