Office Ally

WHICH FORMS SHOULD I COMPLETE?

- Step 1: You must complete the payer enrollment online via the <u>following link</u>.
  - o <u>You cannot submit step 2 until this step is completed.</u>

- Step 2: Submit an email to <u>payerenrollment@officeally.com</u> and attach the Optum Set-Up form (page 2).
  - o **Email Subject:** Aultcare ERA Enrollment_(insert provider NPI)
  - o **Email Body:**
    - ▪ I have completed the payer's enrollment online on __/__/__ (input date). Please set up the enrollment using the attached Optum ERA Setup Form.

WHERE SHOULD I SEND THE FORM(S)?

- Complete payer enrollment online, then email the Setup Form to <u>payerenrollment@officeally.com</u>

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 35 business days.

HOW DO I CHECK STATUS?

- If you have not received a remittance file or status update within the allotted turnaround time frame, please reply to your original case number email received.

Optum

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

Optum 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 Aultcare online enrollment on this date:			

MNAUL Aultcare (P&I) - ERA

Last Updated: 4/25/2024