

GLOBAL HEALTH (GHOKC) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- Optum Provider Setup Form

WHERE SHOULD I SEND THE FORM(S)?

- Fax the form to (877) 630-2064; or
- Email the form to enrollments@optum.com
- To complete your enrollment follow instructions on the “Note to My Clients Plus Users” page and FAX info requested. We will forward to our clearinghouse and notify you by email when your registration is complete.

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 10 business days

Note to My Clients Plus Users:

Once you have confirmed with the Insurance Payer your Billing NPI/ Provider Number is linked to Office Ally, please fax the following information to 888-653-7115.

- **Please label with “My Clients Plus” on top**
- **Provider/Practice Name as pre-enrolled with the Insurance Payer**
- **Fed Tax ID**
- **Billing NPI**
- **Insurance Payer (including state if BCBS, Medicare or Medicaid).**
- **The statement “I have verified my provider ID has been linked to Office Ally with the Insurance Payer”.**
- **Provider email address where you can be notified of setup completion.**
- **For EDISS or Noridian Pre-Enrollments Please Also Include:
Providers Submitter Number**

REVISED 9/29/16



For Internal Optum use only:
Add to Spreadsheet
Est. approval - 10 Business Days

OPTUM Provider Setup Form Global Health (837P)

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: REQUIRED	
Payer Name: Payer ID:	Global Health GHOKC
Contact Name:	
Org NPI: REQUIRED	
Group Tax ID: REQUIRED	
Submitter ID:	OPTUM
Phone Number:	
Fax Number:	
e-mail	

Please list all providers for this Payer below:

Provider's Full Name	Individual NPI	Provider # (if applicable)