



AmeriHealth Caritas and ConnectCenter

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Overview

ConnectCenter is a customer portal offering online claims, claim status, eligibility, and remittance management with Optum.

Below are high-level instructions for registering to use the ConnectCenter portal. For additional registration details on screen explanation and field values, go to: [Getting Started with Sign UP and User Management AHC](#).

If there are any issues with the registration process below, reference the support information at the end of the document for further assistance.

Registering Payer-Sponsored Providers on ConnectCenter

Go to:

<https://physician.connectcenter.changehealthcare.com/#!/site/home?vendor=214629>

The **AmeriHealth Vendor Code 214629** will automatically populate on the registration form and continue to the next page of the Sign-Up process.

Complete all required fields, indicated by *, and click **NEXT**.

The screenshot shows the 'Sign Up' screen with the 'Provider Setup' tab selected. The 'Provider Information' section contains the following fields: NPI, Atypical Provider ID, Provider Last Name/Org Name *, Tax ID *, Provider First Name, Taxonomy, Provider Middle Name, Provider Prefix, and Provider Suffix. A 'NEXT' button is located at the bottom right.

Sign Up

Provide your Vendor Code ✓ **Provider Setup** User Setup Legal Terms Account Setup Summary

Provider Information

NPI is required for providers that have an NPI. If you do not have an NPI you must enter your payer assigned Atypical Provider ID. If you bill for multiple providers you should enter additional provider information in Provider Management after your account is created. Do not repeat the Sign Up process for your additional users or providers.

NPI Atypical Provider ID

Provider Last Name/Org Name * Tax ID *

Provider First Name Taxonomy

Provider Middle Name

Provider Prefix

Provider Suffix

NEXT

Complete all required fields on the **User Setup** screen, indicated by *, and click **NEXT**.

The screenshot shows the 'User Setup' screen with the 'User Setup' tab selected. The 'User Information' section contains the following fields: User ID *, First Name *, Last Name *, Email *, and Phone Number *. The 'Security' section contains the following fields: Security Question * and Security Answer *. A note states: 'A temporary password will be mailed to the email provided after the registration has been completed. You will be required to change your password upon initial login.' A 'NEXT' button is located at the bottom right.

Provide your Vendor Code ✓ **User Setup** Legal Terms Account Setup Summary

User Information

User ID * First Name * Last Name * Email * Phone Number *

Security

Security Question * Security Answer *

A temporary password will be mailed to the email provided after the registration has been completed. You will be required to change your password upon initial login.

NEXT

Note: Once the ConnectCenter submitter registration is complete, a temporary password will be sent to the email address provided on the User Setup screen. A password reset is required upon initial login.

Agree to Legal Terms and click **Next**.

Complete all required fields on the **Account Setup** screen, indicated by *, and click **SUBMIT**. Confirmation should be received within 1 business day.

The screenshot shows the 'Account Setup' screen with the following fields and values:

Organization Address	Contact Information
Organization Name * My Business	Contact Person First Name * Jill
Address Line 1 * 123 Main St	Contact Person Last Name * Pumpkin
Address Line 2	Primary Phone * 5634567890
City * Dubuque	Primary Fax * 5634561234
State * IA	Email * jpumpkin@gmail.com
Zipcode * 52003	

Buttons: CANCEL, SUBMIT

Providers will receive 2 confirmation emails:

- 1) ConnectCenter Welcome email with new account information
- 2) Temporary password email to use with the User ID created in during the registration process above.

Confirmation emails are typically received within 90 minutes. If you have not received confirmation emails, please check SPAM folders and/or wait at least 2 hours before contacting the Registration/Enrollment team for assistance (contact information can be found at the end of the document).

Note: Your registration has a 2-business day waiting period between account creation and when you will be able to access our online Customer Care Hub (customercare.optum.com) or reach a live agent for phone or email for support. In the interim, ConnectCenter offers online help, education videos and downloadable reference guides. Do not miss the short Getting Started guides which provide tips and tricks specific to various key features in ConnectCenter—like creating a claim or checking member benefits.

If you plan to submit claims, please be aware that claims cannot be sent to Optum for processing until the first business day following your registration.

Logging into ConnectCenter

Go to <https://physician.connectcenter.changehealthcare.com>

Enter the user ID created in the registration step above, and the temporary password sent to the email address associated with the user account during setup. A password reset is required upon initial login.

Find Payer for Submitting Transactions

When populating the forms outlined below, the correct payer must be provided to appropriately route the transaction. The CPIDs below must be used when creating uploading batch claims to identify which plan is being billed. Please note that a different CPID should be used for Institutional claims then for Professional claims. Be sure to select the CPID from the column appropriate to the type of claims you are creating. The 5-character payer IDs that are more commonly used to identify these plans are included in this table as a cross-reference but should not be included in ConnectCenter claims

Selecting the Find Payer button will provide a search where you will enter one of the Payer IDs provided below.

FIND PAYER

On the payer search screen, enter the following values in the **Payer ID or Payer Name**, fields depending on the transaction type being submitted.

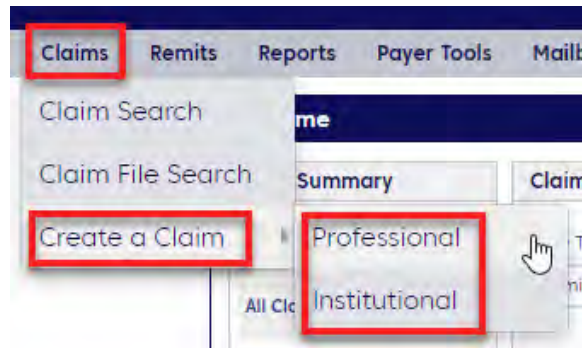
Plan Name	Plan Payer ID	CPID for Professional Claims	CPID for Institutional Claims
AmeriHealth Caritas Delaware	77799	7746	7507
AmeriHealth Caritas District of Columbia	77002	6441	5670
AmeriHealth Caritas Louisiana	27357	6156	4638
AmeriHealth Caritas New Hampshire	87716	8238	2090
AmeriHealth Caritas Next, a Product of AmeriHealth Caritas Florida	45408	9427	7044
AmeriHealth Caritas Next, a Product of AmeriHealth Caritas North Carolina	83148	9192	6038
AmeriHealth Caritas Next, a Product of AmeriHealth Caritas VIP Next	47073	9426	7043
AmeriHealth Caritas North Carolina	81671	8859	4083
AmeriHealth Caritas Ohio	35374	9428	7045
AmeriHealthCaritasVIPCare/PACommunityHealthChoices	77062	1268	6501
AmeriHealth Caritas Pennsylvania	22248	1710	4547
AmeriHealth Caritas VIP Care – Delaware DSNP	87406	9484	7081
AmeriHealth Caritas VIP Care – Florida DSNP	88232	9485	7082
AmeriHealth Caritas VIP Care Plus (Michigan)	77013	7212	8656
Blue Cross Complete of Michigan	32002	7409	5096
First Choice By Select Health of South Carolina	23285	2890	7544
First Choice Next South Carolina, a product of Select Health of South Carolina	57103	9425	7042
First Choice VIP Care (SC DSNP), by Select Health of South Carolina	32456	9248	6087
First Choice VIP Care Plus – SC, by Select Health of South Carolina	77009	7193	8631
Keystone First	23284	8475	6531

Plan Name	Plan Payer ID	CPID for Professional Claims	CPID for Institutional Claims
Keystone First Community HealthChoices	42344	8121	1093
Keystone First VIP Choice	77741	6751	6649
PerformCare	65391	6183	4657
AmeriHealth Caritas Next, a product of AmeriHealth Caritas Louisiana, Inc.	75066	3464	9006
AmeriHealth Caritas Next, a product of AmeriHealth Caritas Indiana, Inc.	33372	1257	1583
AmeriHealth Caritas Next, a product of AmeriHealth Caritas Ohio, Inc.	24353	1242	1582

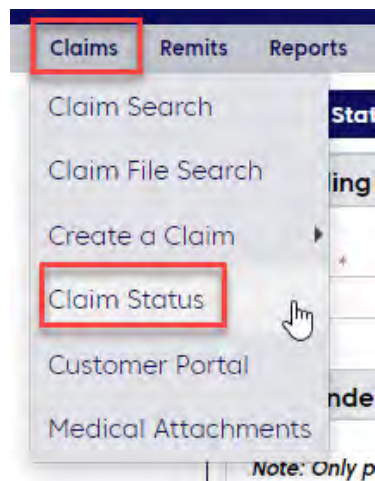
Forms for Submitting Transactions

The Professional (1500) and Institutional (UB-04) claim forms are found by accessing the ConnectCenter **Claims** menu. Hover over **Create a Claim** to select **Professional** or **Institutional**.

Use the Online Help to guide you through the use of the forms.

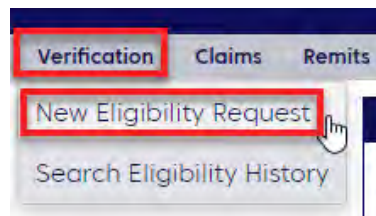


Claim Status form is found in the ConnectCenter **Claims** menu.



Eligibility form is found in the Verification menu.

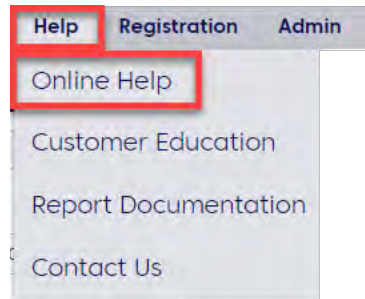
Use the Online Help to guide you through the use of the forms.



Online Help

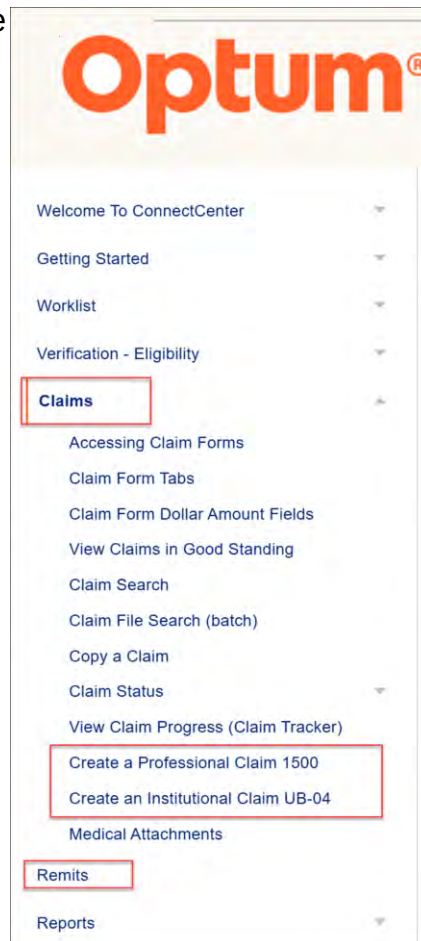
Online Help is available to guide you through populating and submitting claims, claim status, and eligibility transactions.

Go to the ConnectCenter Help menu and select Online Help.



Expand the Verification – Eligibility or Claims menu and select the appropriate Help topic.

Remits will provide instruction on searching for remittance files.



Guide Links:

Setup	Getting Started with Sign Up and User Management_AHC Getting Started with Provider Management
Claims	Getting Started with Claims ConnectCenter Keying A Claim in CC - Institutional - AHC Keying A Claim in CC - Professional - AHC Uploading A Claim - AHC
Remits	AmeriHealth - Getting Started with Enrollment Central AmeriHealth - Getting Started with Remits ConnectCenter
Eligibility	Getting Started with Eligibility ConnectCenter
Claim Status	Getting Started with Claim Status ConnectCenter_AHC

Support Links:

ConnectCenter Support	Contact Info
Registrations/ Payer Enrollments	1-(800)-527-8133 (option 1) EDIEnrollmentSupport@Optum.com
Claims, Remit or Claim Status Transactions	1-(800)-527-8133 (option 2) AssuranceEDI.Support@Optum.com
Eligibility, Authorization and Referral Transactions	1-(800)-527-8133 (option 3, option 1) ClearanceEDI.Support@Optum.com