



## Optum in-office assessment — Account Setup Form (ASF)

The Optum® in-office assessment reimbursement is designed to compensate for the time and costs reasonably expected to be incurred for participating in this program as well as, if permitted by the health plan, compensate for fulfilling the requirements of the Comprehensive Gap Assessment Program (CGAP).

***All providers that qualify for reimbursement must receive reimbursement via direct deposit.***

Please review the options on page 2 and then complete and return page 3 to accept reimbursement for completed assessments that meet program requirements.

### Reimbursements can only be made when page 3 of this completed ASF and W-9 are received by Optum.

- A properly completed assessment will be reimbursed a one-time administrative reimbursement and (health plan permitting) a one-time CGAP reimbursement, per patient, per calendar year. The assessment must be submitted with documentation that is compliant with the Centers for Medicare and Medicaid Services (CMS), the U.S. Department of Health and Human Services and/or state Medicaid agency regulations.
- If you are unable or unwilling to schedule a visit with the patient, return the assessment with the “Patient Status Exceptions” section completed to indicate why an assessment could not be performed.
- W-9 must be submitted with completed ASF. *The information provided in the “Payable to” and “Pay to TIN” fields should be identical to the submitted W-9.*

### How to correctly fill out this Account Setup Form:

- In the “Assessment Identifier” column, please list the identifier(s) used to order your assessments (for example, provider/group TIN, group ID, network ID or DEC).
- Some providers and groups may need their reimbursement sent to different addresses, different providers or under different TINs. Please see examples on next page. After reviewing the examples, please complete and return page 3.



### Return this completed ASF and W-9 via the Optum Uploader at [optumupload.com](http://optumupload.com)

To expedite processing, submission via the Optum Uploader is the preferred method, but you may also return via secure fax.

Secure fax server: 1-972-957-2145

For questions, please contact Optum Provider Support Center at 1-877-751-9207 between 8 a.m. and 7 p.m. ET, Monday–Friday.



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Some providers and groups may need their reimbursement sent to different addresses, different providers or under different TINs. Please see the two examples below. Once you review the examples, please complete and return the next page.

### Option I: Pay to group for all affiliated providers

Use if reimbursement for all providers within the group is to be issued to the same "Pay to TIN (Tax ID Number)" and "Pay To Address." Note: By selecting this option, the practice instructs Optum to issue reimbursement to the same "Pay to TIN" and "Pay To Address" for all current and future providers affiliated with the practice. By selecting this option, you will not have to submit a revised ASF when new providers join the group.

Group/Practice Name & Office Location	Assessment Identifier*	Attention/Contact	Payable to	Pay to TIN (Tax ID Number)	Pay to Address
Family Practice Associates 111 Mulberry St. Anytown, ST 11111	123456789	Jane Doe	Family Practice Associates	123456789	111 Mulberry St. Anytown, ST 11111
Family Practice Associates	555555555				
Family Practice Associates	777777777				

\*Please list the identifier(s) you use to order your assessments (for example, provider/group TIN, group ID, network ID or DEC).

### Option II: Pay to multiple "Pay to TIN" locations

Use if reimbursement for all providers within the group is to be issued to different "Pay to TIN (Tax ID Number)" and/or addresses. Only one "Pay to Address" may be designated per "Pay to TIN." Note: By selecting this option, the practice instructs Optum to only issue reimbursement to the providers listed below. An updated ASF will be required for all providers who subsequently become affiliated with the group; reimbursement will not be issued for any providers who are not listed until an updated ASF is received.

Group/Practice Name & Office Location	Assessment Identifier*	Attention/Contact	Payable to	Pay to TIN (Tax ID Number)	Pay to Address
Family Practice Associates 222 Main Pkwy Anytown, ST 11111	111111111	Office manager Email address Phone number	John B. Doe, MD	123456789	222 Main Pkwy Anytown, ST 11111
Family Practice Associates 123 Atlantic St Metro, ST 22222	111111111	Jill Smith Email address Phone number	James Smith, MD	987654321	P.O. Box 12345 Metro, ST 22222
Family Practice Associates 456 Pacific Pkwy Middletown, ST 33333	222222222	Accounts Payable Email address Phone number	Jane Johnson, MD	893451267	Accounts Payable 456 Pacific Pkwy Middletown, ST 33333
Family Practice Associates 321 San Louise Pkwy City, ST 33333	444444444	Billing Dept. Email address Phone number	Family Practice Associates	444444444	Family Practice Associates 321 San Louise Pkwy City, ST 33333

\*Please list the identifier(s) you use to order your assessments (for example, provider/group TIN, group ID, network ID or DEC).



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Please check one:  Update to previously submitted form  New form

Optum health care representative, if known: \_\_\_\_\_

Please complete one of the options below. For additional providers, please copy this sheet and submit.

### Option I: Pay to group for all affiliated providers

Group/Practice Name & Office Location	Assessment Identifier*	Attention/Contact	Payable to	Pay to TIN (Tax ID Number)	Pay to Address

\*Please list the identifier(s) used to order your assessments (for example, provider/group TIN, group ID, network ID or DEC).

### Option II: Pay to multiple "Pay to TIN" locations

Group/Practice Name & Office Location	Assessment Identifier*	Attention/Contact	Payable to	Pay to TIN (Tax ID Number)	Pay to Address

\*Please list the identifier(s) used to order your assessments (for example, provider/group TIN, group ID, network ID or DEC).

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