


# Provider Participation Process

## Completed *in* the program portal

### 1 Validate provider TIN

This should be the TIN for the facility in which the care was provided. Only one person can serve as the program administrator per TIN. To avoid delays, TIN setup must match W-9 information exactly.


 Learn more about this step

**This can take 1-2 business days to process.**

### 2 Add provider roster

**Start this step after successful TIN validation.**

You will enter provider roster information in an Excel template within the program portal. From your provider dashboard, click *Get Started*. Follow the directions carefully. The information entered must be accurate and in the correct format to successfully process your roster. Enter information as it appears on your W-9.

 Learn more about this step

**This can take 5-7 business days to process. Proceed with Step #3 during this time.**

### 4 Add and attest to patient roster

**This step will be available after successful TIN validation and Optum Pay setup.**

You may need to do this step more than once.

You will receive a temporary member ID for each individual after submitting patient information, which will be displayed in the program portal in less than 24 hours.

 Learn more about this step

# HRSA COVID-19 Claims Reimbursement to Health Care Providers and Facilities for Testing, Treatment, and Vaccine Administration for the Uninsured


## Completed *outside* the program portal

### 3 Register for direct deposit/ACH through Optum Pay™

**Start this step after successful TIN validation.**

You will need the following required documents:

- TIN or EIN
- Business name
- Provider type
- Name of administrator
- Contact information
- Bank name and contact information
- Financial institution account information
- Voided check or bank letter
- Signed and dated W-9

 Learn more about this step

**This can take 7-10 business days to process.**


### 5 Submit claims

All claims must be electronically submitted outside of the program portal using a unique 837 EDI transaction set and the following information:

- **Payer ID:** 95964
- **Payer name:** COVID19 HRSA Uninsured Testing and Treatment Fund
- **Temporary member ID for each patient** (found in the portal after the provider submits the patient roster)

Additional Resources:

- [837 companion guide](#)
- [Program participating clearinghouses/medical intermediaries](#)
- [CMS tools](#)

 Learn more about this step

See [Coverage Details](#) and [Billing Codes](#) for more information on what is covered and coding requirements.

### 6 Receive reimbursement electronically

Once the claim is processed and approved for payment, Optum Pay will send an electronic payment to the provider's account.

**This can take 7-10 business days to process after the claim has been processed.**

 See reimbursement details

Participation in the HRSA COVID-19 Uninsured Program is subject to the program [terms and conditions](#).