

# AKAIMS Provider Set Up Check List

## Create Optum ID

- Each user that will need access to the account must create their own Optum ID \* *Each Optum ID must have a unique email address*
- Optum IDs can be created via <https://provider.linkhealth.com/content/odin/en/provider-dashboard/public/home.html>
- Reference Material = Optum Id\_Creation\_and\_FAQ

## Complete Account Registration

- Register for IEDI via Link <https://optumprovider.optum.com/uit/PreAuthenticatedLink.jsf?tile=req>
- Reference Material = New Account Registration

## Complete ERA Enrollment

- An enrollment is required for payer id 87726 for United HealthCare to route ERA files to your account
- Reference Material = New ERA Enrollment
- Training Session
  - IEDI Enrollments Training**
  - Monday, 11:00 am CST**
  - <https://optum.webex.com/optum>
  - Meeting number: 171 647 1439
  - Meeting password: dP8Gt7ZbQ\$8

## Upload Claim Files

- Reference Material = Claims Upload
- Training Session
  - IEDI LINK Training**
  - Tuesday 12:00 pm CST**
  - <https://optum.webex.com/optum>
  - Meeting number: 610 751 023
  - Meeting password: Gg3huFk\$

## Download ERA Files

- Reference Material = ERA Downloads
- Training Session
  - IEDI LINK Training**
  - Tuesday 12:00 pm CST**
  - <https://optum.webex.com/optum>
  - Meeting number: 610 751 023
  - Meeting password: Gg3huFk\$

## Support Requests

- IEDI Support Team can be contacted by calling 866-367-9778 or opening a case using the "Client Self Service Portal"
- Reference Material = AccessingSupport