

BCBS Louisiana Pre-Enrollment Instructions - 53120



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard Processing time is 3 business days

WHAT FORM(S) DO I COMPLETE?

- BCBS LA EDI Transaction Addendum – Business Associate Profile

MAKE SURE TO CIRCLE 835 ON THE FAR RIGHT HAND COLUMN IF YOU WANT OFFICE ALLY TO RECEIVE ELECTRONIC REMITTANCE ADVICE (ERAS) ON YOUR BEHALF.

WHERE DO I SEND THE FORM(S)?

- Fax the form to (225) 298-2945; or
- Email the form to ediclearinghousesupport@bcbsla.com

WHO CAN SIGN THE FORM(S)?

- No signature is required.

HOW DO I CHECK STATUS OF PRE-ENROLLMENT?

- Call (225) 291-4334 and ask if you have been linked to Office Ally's submitter ID P0010990.

NOTE TO MY CLIENTS PLUS USERS:

Once you have confirmed with the insurance payor that your provider number is linked to Office Ally, please fax the following information to My Clients Plus at 888-653-7115.

- **My Clients Plus**
- **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 Payor".**
- **Provider email address where you can be notified of setup completion.**

For Noridian Pre-Enrollments Please Also Include:

- **Submitter number**

