

BCBS MICHIGAN PRE-ENROLLMENT INSTRUCTIONS - 00710



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 24 to 48 hours.

WHAT FORM(S) SHOULD I COMPLETE?

- Complete the on-line Trading Partner Application at www.bcbsm.com.
 - You will be required to enter Office Ally's submitter ID which is COIPZ.
 - In order to access this application you will need to obtain a user name and password. On the right hand side of the screen is the log in area. If you do not have a log in user name and password click on "register" and follow the instructions. You may also call 1-800-542-0945, option 3 to obtain this information.

HOW DO I CHECK STATUS?

- Call 1-800-542-0945, option 3 and have your provider BCBS legacy ID available. Ask if your BCBS legacy ID has been linked to Office Ally's submitter ID COIPZ.
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YOU WILL RECEIVE A CONFIRMATION EMAIL FROM BCBS MICHIGAN CONFIRMING RECEIPT OF YOUR APPLICATION. THIS IS NOT AN APPROVAL BUT RATHER AN ACKNOWLEDGEMENT THAT YOUR APPLICATION WAS RECEIVED AND IS BEING PROCESSED. STANDARD PROCESSING TIME IS 24-48 HOURS.

BCBS MICHIGAN DOES NOT NOTIFY THE PROVIDER OR OFFICE ALLY OF AN APPROVAL. IT IS THE PROVIDERS RESPONSIBILITY TO NOTIFY OFFICE ALLY OF THE APPROVAL.

WHAT PROVIDER NUMBERS DO I USE?

- Provider BCBS Legacy ID

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**