

HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 5 – 10 business days

WHAT FORM DO I NEED TO COMPLETE?

- BCBS of Rhode Island does not have an enrollment form. They require the provider to fax them a letter on the provider's company letterhead with the following information:
 - Effective Start Date
 - Submitter ID: T0081751
 - Submitter Name: Office Ally
 - List of Provider ID's
 - Type of Transaction required (837, 835 etc.)

WHERE SHOULD I SEND THE FORMS?

- Fax the letter to Contracting Technical Support at 401-459-2099

HOW DO I CHECK STATUS?

- Approvals will be sent to the provider office listed on the practice letterhead via US mail.
- You can also contact BCBS at 800-343-5743 and ask if your provider ID has been linked to submitter ID T0081751.
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WHAT PROVIDER NUMBER DO I USE?

- BCBS Rhode Island Provider Number

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**