

## HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 5 business days.

## HOW DO I ENROLL?

- Providers need to complete Highmark EDI online Enrollment.
- Please click on link: <https://secure.highmark.com/eoptpp/faces/addprovider.jsp>
- Requester Information: **Complete using Provider Contact Information**
- Trading Partner Information:
  - Trading Partner Number : **508313**
  - Trading Partner Name: **Office Ally**
- Enter Group NPI # and click Validate This Provider
- Click Submit Provider.

## HOW DO I CHECK STATUS?

- You can call 1-888-222-5950, and ask if you have been linked to Office Ally's Trading Partner ID 508313.
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## WHAT PROVIDER NUMBER DO I USE?

- NPI #

## WHAT ABOUT ERAs?

- In order to receive ERA's from BCBS WV through Office Ally, after clicking on submit provider you will be asked if you would like to add another transaction select yes. You will then be taken to <https://secure.highmark.com/eoptpp/faces/eraprovider.jsp>
- Providers need to complete Highmark EDI online Enrollment.
- Requester Information: **Complete using Provider Contact Information**
- Trading Partner Information:
  - Trading Partner Number : **508313**
  - Trading Partner Name: **Office Ally**
- Enter Group NPI #
- Click Validate This Provider
- Click on Submit Provider

## **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**