

# KEYSTONE HEALTH PLAN EAST

## PRE-ENROLLMENT INSTRUCTIONS - 95056



### HOW LONG DOES PRE-ENROLLMENT TAKE?

- 5 business days

\*PLEASE NOTE – YOU MUST BE A HIGHMARK PROVIDER. IF YOU ARE NOT A PARTICIPATING HIGHMARK PROVIDER YOU MUST BECOME ONE BEFORE COMPLETING THE STEPS BELOW. TO FIND OUT HOW TO BECOME A PARTICIPATING HIGHMARK PROVIDER CALL PROVIDER DATA SERVICES 866-763-3224 OPT. 4.

### WHAT FORMS SHOULD I DO?

- Complete the online forms at <https://www.highmark.com/edi/index.html>
- Click on update your profile, and then on Provider Affiliations.
  - Select “Add Provider to Existing Trading Partner”
  - Click Continue
- Complete the required fields
  - Requester Information is the Provider information
  - Trading Partner Number – 500331
  - Trading Partner Name – Office Ally
- When finished, select “Submit Provider”

### HOW DO I CHECK STATUS?

- Call 800-992-0246 and ask if your provider number has been linked to Office Ally’s trading partner number 500331.

### WHAT PROVIDER NUMBER DO I USE?

- Highmark Provider 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**