

MEDICAID ILLINOIS PRE-ENROLLMENT INSTRUCTIONS – MCDIL



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 2-3 business days

WHAT FORM(S) SHOULD I DO & WHERE SHOULD I SEND THE FORM(S)?

- The approval process is completed primarily through the Medicaid IL website.
 - STEP 1: Log onto your Medicaid IL account at <http://www.myhfs.illinois.gov>.
 - STEP 2: Request a Provider Information Sheet by following the online process. Once you receive the form, fill it out and fax it to Office Ally at 360-896-2151 Attn: Anita.
 - STEP 3: Office Ally will enter your information and request to be your clearinghouse. After this request has been made Office Ally will notify you.
 - STEP 4: After receiving this email from Office Ally, you MUST log back into your Medicaid IL account at <http://www.myhfs.illinois.gov> and approve Office Ally's request.
 - STEP 5: After approving Office Ally you may begin submitting claims electronically.

HOW DO I CHECK STATUS?

- You can check status online at <http://www.myhfs.illinois.gov>

WHAT PROVIDER NUMBER DO I USE?

- Use one (1) provider number per form
- Use your Medicaid Illinois Provider Number
- If you are a group, list only your group name and group number, do one form for each group number you have.