

MEDICAID ILLINOIS PRE-ENROLLMENT INSTRUCTIONS – MCDIL



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 2-3 business days after Office Ally has received the Provider Information Form (see step 4).

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

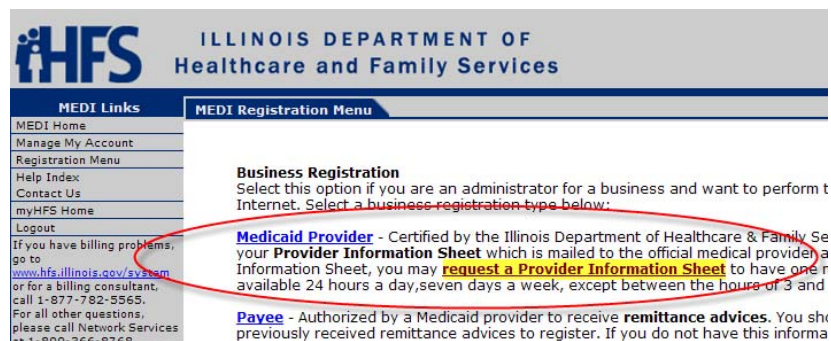
- The approval process is completed primarily through the Medicaid IL website.
 - **STEP 1:** Log onto your Medicaid IL account at <http://www.myhfs.illinois.gov>.
 - **STEP 2:** Request a Provider Information Sheet by following the online process outlined below:
 - a) Click the “MEDI” hyperlink, located below the name of the account holder.



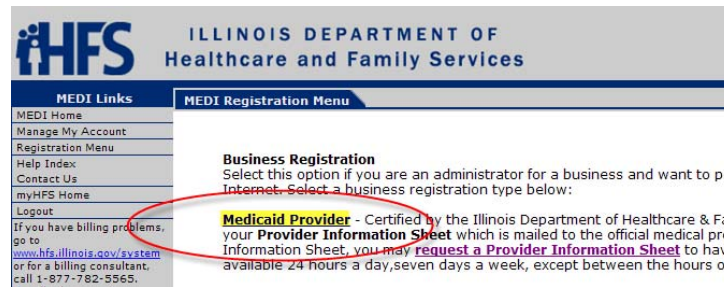
- b) You will be re-directed to the MEDI home page. On the left hand side of the page is a list of MEDI Links. Click on “Registration Menu”.



- c) Click the “request a Provider Information Form” hyperlink, located in the middle of the page under the Medicaid Provider section as shown below.



- d) Complete the required fields on the Provider Information Sheet Request. Once finished, click Submit.
- **STEP 3:** Once you receive the form you must register that provider online. To do this follow the process outlined above in steps 2a and 2b. However, for step 2c, instead of clicking the request form link click “Medicaid Provider” as shown below:



- Complete the Provider Registration form. Once finished, click submit. If you need any assistance with this process you can contact Medicaid IL at (800) 366-8768, option 1, then option 12.
- **STEP 4:** Fax the Provider Information Form received to Office Ally at 360-896-2151 Attn: Anita.
 - Office Ally will enter your information and request to be your clearinghouse. After this request has been made Office Ally will notify you.
- **STEP 5:** 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.
 - 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.