

MEDICARE KENTUCKY PRE-ENROLLMENT INSTRUCTIONS – 15102



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 5-10 business days.

WHERE SHOULD I SEND THE FORMS?

- Forms may be mailed or faxed to:
CGS
1 Cameron Circle, Suite 0061
Chattanooga, TN 37402-0061
Fax: 615.664.5917

WHAT FORMS ARE REQUIRED?

For **NEW** providers:

- [J15 Provider Authorization Form](#)
- [J15 Provider Enrollment Form](#)
- [J15 EDI Application](#)

For **EXISTING** providers:

- [J15 Provider Enrollment Form](#)
- [J15 EDI Application](#)

HOW DO I CHECK STATUS?

- Call the EDI department at 866-758-5666 and ask if you have been linked to Office Ally's submitter ID ZH2C.
- Once you have received confirmation that you have been linked to Office Ally you **MUST** contact Office Ally at 866-575-4120 option 1 and let us know **BEFORE** you submit claims for electronic transmission.

WHAT PROVIDER NUMBER DO I USE?

- NPI #

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**