

## How long does pre-enrollment take?

- 5-10 Business Days

## Where should I send the forms?

- Complete on line forms at [WWW.HIGHMARK.COM/EDI](http://WWW.HIGHMARK.COM/EDI)
- Click on update your profile>add providers.
- Requester information is provider info.
- Trading partner number: 500331.
- Trading partner name: Office Ally.
- Select "add Highmark billing provider" and complete information.
- Click continue.

## Who can sign the forms?

- Anyone at the Provider office can sign the form.

## How does user check status or pre-enrollment?

- Call 800-992-0246 and supply them your provider number and ask if you are linked to Office Ally, submitter ID 500331.

## What provider number do I use?

- Highmark Provider ID

## What provider number do you use to return to us on the approvals?

- Highmark Provider ID

## Is there usually just one provider id per tax id unless multiple locations?

- Yes

## **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**