

# SHARP COMMUNITY MEDICAL GROUP

## PRE-ENROLLMENT INSTRUCTIONS – SCMG1



### HOW DO I ENROLL?

- To enroll with SHARP you must send an email to either Rachelle Hernandez or Sheila Lloyd. The email must include the following information:
  - Name of Contact
  - Contact Phone Number
  - Contact Email
  - Name of Provider / Practice they are billing for
  - NPI#
  - Tax ID

#### **Rachelle Hernandez**

Email: [Rachelle.Hernandez@sharp.com](mailto:Rachelle.Hernandez@sharp.com)

Phone: 858-499-4476

#### **Sheila Lloyd**

Email: [Sheila.Lloyd@sharp.com](mailto:Sheila.Lloyd@sharp.com)

Phone: 858-499-4523

THIS E-MAIL DOES NOT GUARANTEE APPROVAL. YOU MUST OBTAIN FORMAL APPROVAL FROM SHARP. SEE "OBTAINING APPROVALS: HOW DO I CHECK STATUS" BELOW FOR MORE INFORMATION.

### OBTAINING APPROVALS: HOW DO I CHECK STATUS?

- Call SHARP at 858-499-4476 (Rachelle Hernandez) or 858-499-4523 (Sheila Lloyd) and ask if you've been set up.

### **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**