

SHARP HEALTH PLAN PRE-ENROLLMENT INSTRUCTIONS – SHP01



HOW DO I ENROLL?

- To enroll with SHARP you must send an email to either Kalbert Chell or Kathy Mendoza. 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

Kalbert Chell

Email: kalbert.chell@sharp.com

Phone: 619-228-2406

Kathy Mendoza

Email: kathy.mendoza@sharp.com

Phone: 619-228-2386

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 619-228-2406 (Kalbert Chell) or 619-228-2386 (Kathy Mendoza) 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**