

# TUFTS PRE-ENROLLMENT INSTRUCTIONS - 04298



***Effective 11/17/09 TUFTS Health Plan began requiring pre-enrollment. All providers that enroll after 11/17/09 MUST complete the EDI Set-up Form (for 837p/837i/835). All providers enrolled with TUFTS prior to 11/17/09 are NOT required to complete this enrollment.***

## HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 2-3 weeks.

## WHAT FORM(S) DO I NEED TO COMPLETE?

- TUFTS Health Plan EDI Set-up Form
  - If you want Office Ally to receive your Electronic Remittance Advice on your behalf you must check 835 ERA as an approved Transaction Type.

## WHERE DO SEND THE FORM(S)?

- **TUFTS Health Plan EDI Set-Up Form**
  - E-mail the form to [EDI\\_Operations@TUFTS-health.com](mailto:EDI_Operations@TUFTS-health.com); or
  - Fax the form to 617-923-5555 Attn: EDI Operations
- **Capario Provider Enrollment form**
  - Email the form to [provider.enrollment@Capario.com](mailto:provider.enrollment@Capario.com); or
  - Fax the form to (404) 877-3324; or
  - Mail the form to:
    - Capario
    - EDI Team
    - 1901 E. Alton Ave. Suite 100
    - Santa Ana, CA 92075

## HOW DO I CHECK STATUS OF PRE-ENROLLMENT?

- Office Ally submits claims to TUFTS through Capario. Neither Office Ally nor Capario are notified of approvals. In order to check status of pre-enrollment you must:
  - Call TUFTS EDI Operations at 888-880-8699 ext. 4042. Ask if your provider NPI has been linked to Capario's submitter ID SL0002.
- Once you have received confirmation that your NPI has been linked you MUST contact Capario at 800-792-5256.
  - Once your approval has been entered into Capario's database you may begin submitting claims for electronic transmission. If Capario's does not have your approval in their database your claims will be rejected back to you.