

AMERIHEALTH NON-HMO OF DELAWARE (93688) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- Complete the online enrollment form ([click here](#))
 - Requester Information is the Provider's Information
 - Trading Partner Number (Professional) – 9803461
 - Trading Partner Number (Institutional) – 523387
 - Trading Partner Name – Office Ally
 - To activate ERA's, mark "Yes" under the "ERA?" section
- When finished, select "Add Provider" then "Continue"

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 5 business days.

HOW DO I CHECK STATUS?

- Call (800) 922-0246 and ask if you have been linked to Office Ally's trading partner number (9803461/523387).

• Once enrollment has been approved, to complete your enrollment follow instructions on the "Note to My Clients Plus users" page and FAX info requested. We will forward to our clearinghouse and notify you by email when your registration is complete.

Note to My Clients Plus Users:

Once you have confirmed with the Insurance Payer your billing NPI/ Provider number is linked to Office Ally, please fax the following information to 888-653-7115.

- **Please label with “My Clients Plus” on top**
- **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 Payer”.**
- **Provider email address where you can be notified of setup completion.**
- **For Noridian Pre-Enrollments Please Also Include: Submitter number**

Revised 10/1/2012