

HOW LONG DOES PRE-ENROLLMENT TAKE?

- 5 business days

WHAT FORMS SHOULD I DO?

- Complete the online forms at <https://www.highmark.com/edi-ibc/apps/claims/forms/provider.shtml>
- Complete the required fields
 - Request information is the Provider Information
 - Trading Partner Number Professional—9803461
 - Trading Partner Number Institutional – 523387
 - Trading Partner Name—Office Ally
- When finished, select “Add Provider” then “Continue”

HOW DO I CHECK STATUS?

- Call 800-992-0246 and ask if your provider number has been linked to Office Ally’s trading partner number 9803461.

• Once you are linked to Office Ally to complete your enrollment follow instructions on the “Note to My Clients Plus ” 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**

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