

BLUE CROSS BLUE SHIELD ARKANSAS (00520) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [Electronic Data Interchange Services Online Enrollment](#)
 - You must first register in order to receive a User ID and Password
 - Once logged in, authorize Office Ally (**Submitter ID: E3472**) to send claims on your behalf
 - If you want Office Ally to receive your ERA's, make sure to check that transaction

WHERE SHOULD I SEND THE FORM(S)?

- The enrollment process is completed online

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 2-3 business days

HOW DO I CHECK STATUS?

- Email edi@arkbluecross.com or call (501) 378-2336 and ask if your Provider ID has been linked to Office Ally's Submitter ID **E3472**. Approvals are sent to Provider via email.
- Once you receive confirmation that you've been linked to Office Ally, 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 EDISS or Noridian Pre-Enrollments Please Also Include: Providers Submitter Number**

REVISED 9/29/16