

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 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