

BLUE CROSS BLUE SHIELD DELAWARE (00570) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- Go to www.highmark.com/edi-bcbsde
 - Click on “Update Trading Partners”
 - Click on “Provider Changes”
 - Complete all required fields
 - Trading Partner Number: 508312
 - Trading Partner Number: Office Ally
 - If you’d like to also receive ERA’s, you can indicate that in the Provider Information section

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 5 business days

HOW DO I CHECK STATUS?

- An approval letter will be sent to the mailing address you provided on the enrollment form.
- 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 EDISS or Noridian Pre-Enrollments Please Also Include:
Providers Submitter Number**

REVISED 9/29/16