

# BLUE CROSS BLUE SHIELD OF PENNSYLVANIA (54771) PRE-ENROLLMENT INSTRUCTIONS



## WHAT FORM(S) SHOULD I DO?

- Complete the online enrollment form ([click here](#))
  - Select “Add Provider to Existing Trading Partner” and click on Continue
  - Complete the “Requestor Information” section
  - Complete the “Trading Partner Information” section with the following information:
    - Trading Partner Number: **500331**
    - Trading Partner Name: **Office Ally**
  - Enter in the Provider’s Billing/Group NPI and click on “Validate This Provider”
  - Click on “Submit Provider”

## WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 5 business days.

## HOW DO I CHECK STATUS?

- Call 800-992-0246, and ask if you have been linked to Office Ally’s Trading Partner Number **500331**.
- 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 Payor 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 Payor”.**
  - **Provider email address where you can be notified of setup completion.**
  - **For EDISS or Noridian Pre-Enrollments Please Also Include:**
- Providers Submitter number**