

BLUE SHIELD OF NORTHEASTERN NEW YORK (00800) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [ASK Change of Information \(Click here\)](#)

Step 1: Trading Partner Information

- Trading Partner Number: 6002066
- Organization Name: Office Ally, Inc.
- Mailing Address: PO Box 872020
- City: Vancouver
- State: WA
- Zip: 98687-2020
- Contact Name: Customer Service
- Phone Number: (360) 975-7000
- Fax Number: (360) 896-2151
- E-mail Address: Support@officeally.com

Step 2: Identify Changes

- Check "Add Additional NPI Number(s)"
 - *Once you check "Add Additional NPI Numbers" additional fields will become available*
- Select "NY Customers – HealthNow NY, BCBSWNY, BSNENY" from the payer drop down list and select "837 Prof" or "837 INST" for the transaction
- Enter your Billing NPI and Provider/Group Name
- Click the Submit button

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Enrollment takes approximately 3 to 5 business days

HOW DO I CHECK STATUS?

- Call (800) 472-6481 and ask if your NPI has been linked to Office Ally's Trading Partner Number **6002066**.
- Once you have been linked you 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