DMERC REGION A (16003)
PRE-ENROLLMENT INSTRUCTIONS

WHAT STATES ARE COVERED UNDER DMERC REGION A?

- CT, DE, District of Columbia, MA, ME, MD, NH, NJ, PA, RI, and VT

WHICH FORM(S) SHOULD I DO?

- **CEDI Guided Enrollment**
  - Go to https://www.ngscedi.com/ngs/portal/ngscedi
  - Click on **CEDI Enrollment**
  - Scroll down to Step 3 and click on **Start Enrollment Process**
    - Read the Attestation and click **Accept**
    - Complete required supplier information
    - Office Ally's Trading Partner ID is **D08607469**
    - Click **Next**
    - Check the box for **Health Care Claim (837 v5010A1)**
    - Check the box for **Health Care Claim Payment/Advice (835 v5010A1)**
      - *Check only if you want Office Ally to receive your ERA's*
    - Click **Next**
    - Select **Clearinghouse** from the submission method drop down list
    - Select **Office Ally** from the clearinghouse/billing service drop down list
    - Click **Submit**
    - Scroll down to the **Terms and Conditions** section and **Check** ALL boxes
    - Click **Submit**
  - Once the general enrollment information is complete and submitted, additional enrollment forms will be presented. Previously entered information will be auto-populated on each form.
    - Complete all remaining required fields
    - If you receive an "Important Notice" regarding ERA enrollment and it states your ERA's are already being routed to another entity, make sure to click **Yes** in order to redirect your ERA's through Office Ally. If you do not want to redirect the ERA's to Office Ally, click **No**.
    - Read through the **Terms and Conditions** and **Check** ALL boxes
    - Click **Submit**

Once the CEDI Enrollment Packet is submitted, a confirmation screen will appear with the assigned Packet ID (PID) Number. Make sure to print a copy of the enrollment packet for your records.

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

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Approximately 2-3 weeks

HOW DO I CHECK STATUS?

- Go to CEDI's Enrollment Status Tool and follow these instructions.
- You will receive an email from NGS CEDI when they have completed the enrollment process. 24 hours after you receive the approval email, 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.
- For questions, contact the CEDI Help Desk at (866) 311-9184.