HIGHMARK SENIOR SOLUTIONS – WEST VIRGINIA (15459) PRE-ENROLLMENT INSTRUCTIONS

WHAT FORM(S) SHOULD I DO?

- Complete the online enrollment form (click here)
  - Select “Add Provider”
  - Complete the “Requestor Information” section
  - Complete the “Trading Partner Information” section with the following information:
    - Trading Partner Number: **520173**
    - Trading Partner Name: **Office Ally**
  - Complete the “Provider Information” section and click on “Add Provider”
    - To activate ERAs, mark “Yes” under the “ERA?” section
  - Click “Continue”

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 5 business days.

HOW DO I CHECK STATUS?

- Call 888-222-5950, and ask if you have been linked to Office Ally’s Trading Partner Number **520173**.

• Once enrollment has been approved, to complete your enrollment follow instructions on the “Note to My Clients Plus" 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