

HORIZON BCBS NEW JERSEY (22099) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [Electronic Transaction Authorization Form](#) (**Professional** Claims)
- [Electronic Transaction Authorization Form](#) (**Institutional** Claims)
- [835 Electronic Remittance Advice \(ERA\) Enrollment Form](#)
 - *Only complete if you would like to receive Horizon ERA's via Office Ally*

WHERE SHOULD I SEND THE FORM(S)?

- Email form(s) to HorizonEDI@HorizonBlue.com; or
- Fax to (973) 274-4353; or
- Mail to
Horizon BCBS New Jersey
EDI Services PP-11C / Enrollment
3 Penn Plaza East
Newark, NJ 07105-2200

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Approximately 1-2 weeks

HOW DO I CHECK STATUS?

- Email the below request to Support@officeally.com to check on your EDI/ERA enrollment status.
Email Subject: Horizon BCBS New Jersey (22099) – Check Enrollment Status
Body of Email:
Please check my EDI and/or ERA enrollment status for Horizon BCBS New Jersey.
 - Provider Name
 - NPI
 - Tax ID
 - Date enrollment forms were faxed/emailed/mailed to Horizon
- If you're notified of your EDI approval by Horizon directly, 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