INDEPENDENT HEALTH EDI ENROLLMENT

INSTRUCTIONS - 95308

OFFICE ALLY

HOW LONG DOES EDI ENROLLMENT TAKE?

- Approximately 3-5 business days

WHERE SHOULD I SEND THE FORMS?

- Fax Forms to (716) 929-1062

WHO CAN SIGN THE FORMS?

- The provider, if a solo practice.
- The president, CEO, or owner of group, if a group, practice or corporation.

WHAT FORM SHOULD I DO?

- Electronic Claims Sender Request Form
- Electronic Transaction Agent Designation Letter
- If you want to have Office Ally receive your ERA's check that transaction in both forms

HOW DO I CHECK STATUS?

- Call (716) 635-3911 to check on EDI Enrollment. Ask if the provider has been linked to Office Ally Submitter ID - ETD

- EDI Approvals sent to Provider and Office Ally. We will approve EDI Transactions here. Providers can call 360-975-7000 Option 1 with their Billing NPI to confirm. 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 Noridian Pre-Enrollments Please Also Include: Submitter number**

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