

HOW LONG DOES PRE-ENROLLMENT TAKE?

- 5 business days

WHAT FORMS SHOULD I DO?

- Complete the online forms at <https://www.highmark.com/edi-ibc/apps/claims/forms/provider.shtml>
- Complete the required fields
 - o Requester Information is the Provider information
 - o Trading Partner Number Professional – 9803461
 - o Trading Partner Number Institutional – 523387
 - o Trading Partner Name – Office Ally
- When finished, select “Add Provider” than “Continue”

HOW DO I CHECK STATUS?

- Call 800-992-0246 and ask if your provider number has been linked to Office Ally’s trading partner number 9803461.
- Once you are linked to Office Ally, 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**

Revised 10/1/2012