MEDICAID GEORGIA (77034)
PRE-ENROLLMENT INSTRUCTIONS

WHAT FORM(S) SHOULD I DO?

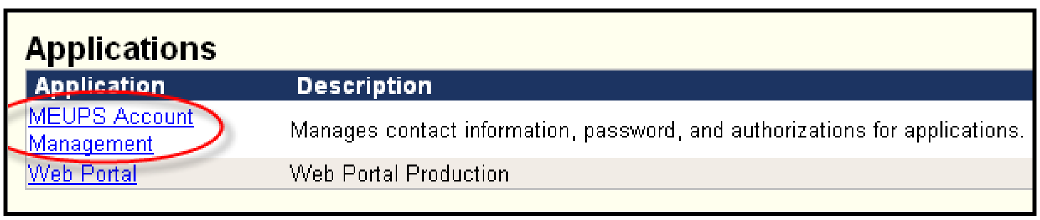
- Enrollment is completed online

- To enroll you must first activate your online account using the PIN# that was mailed to all providers. You have not received your PIN# call Medicaid GA EDI Service Help Desk at 877-264-8785 Option 2.

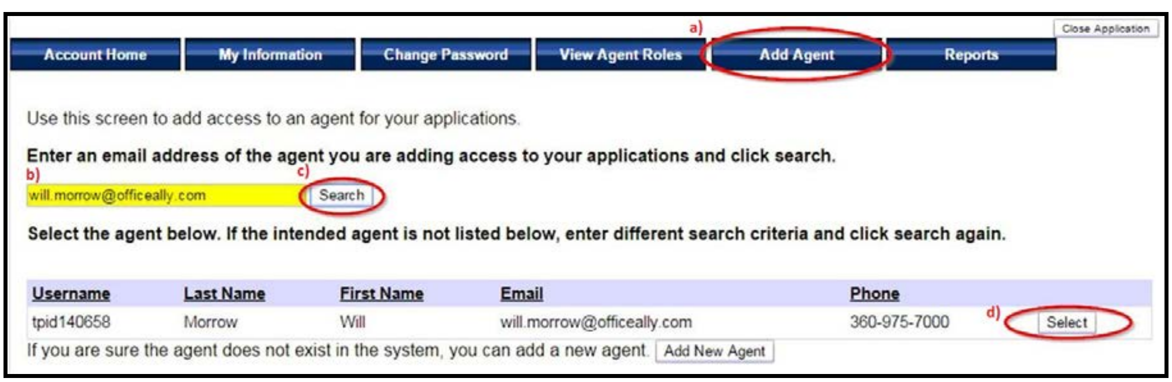
    1. To activate your account go to https://public.gammis.com/public/pinletter and enter your Provider ID and PIN that was provided in the letter.

    2. After you have completed this step you will receive and email notifying you that your account has been created. You will be provided with your account username and will be requested to establish your password. Follow the instructions outlined in the email.

- Once you have your username and password follow these steps:
    1. Go to : https://www.mmis.georgia.gov
    2. Select Login. You will be redirected to the login page.
    3. Enter your username and password and click “Sign In”.
    4. After logging in and entering your submitter information select “MEUPS Account Management”.



    5. You will be redirected to the MEUPS Account Management Screen.
        1. Select “Add Agent”
        2. Enter will.morrow@officeally.com
        3. Click “Search”
        4. Click “Select” for entry with Username tpid140658.



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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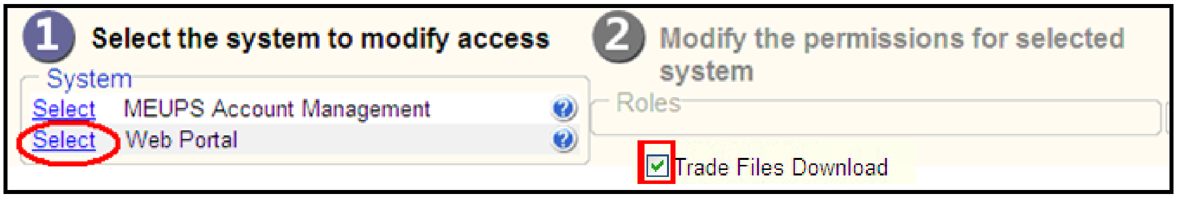
6. You will be redirected to Medicaid Georgia's Provider Portal Terms of Service. Read and select "Yes, I agree".

7. You will now be redirected to the "Manage Agent Roles" page which allows you to add and removed roles from the agent, i.e. Office Ally in this scenario.

    1. Select the system to modify access – Click "Select" next to the Web portal.

    2. Modify the permissions for selected system. Click ONLY Trade Files Download and then select "Save Changes"



- For further instructions or information click here and review any of the Web Portal Training tools available.

GETTING APPROVAL

• Once enrollment has been completed online, to complete your enrollment follow instructions on the "Note to My Clients Plus users and FAX info requested. We will forward to our clearinghouse and notify you by email when your registration is complete.