

MEDICAID HAWAII (MCDHI) PRE-ENROLLMENT INSTRUCTIONS



HOW DO I ENROLL?

- Send a email to support@officeally.com with the following information:

Subject line: "Medicaid Hawaii EDI Enrollment"

Provider name:

Address:

Telephone #:

Billing NPI:

Medicaid ID:

Tax ID:

Office Ally Username:

Office Ally Trading Partner ID: 00238

Contact Name:

Telephone #:

Email:

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5-7 business days

HOW DO I CHECK STATUS?

- Once approved, 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