

MEDICAID MINNESOTA (MCDMN) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [Provider Setup Form](#)

WHERE SHOULD I SEND THE FORM(S)?

- Fax the form to (651) 431-7462

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 30 business days.

HOW DO I CHECK STATUS?

- Call (800) 366-5411 and ask if your NPI number has been linked to Office Ally's submitter ID **A677480100**.
- Once EDI enrollment has been 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 Noridian Pre-Enrollments Please Also Include: Submitter number**

Revised 10/1/2012