

# MEDICAID RHODE ISLAND (MCDRI) EDI ENROLLMENT INSTRUCTIONS



## WHERE SHOULD I SEND THE FORM(S)?

- Send email to [info@officeally.com](mailto:info@officeally.com) with “Medicaid RI EDI Enrollment” in the Subject Line.
- If you want Office Ally to receive your ERA’s let us know.
  - Provide the following information:
    - Provider Name:
    - Address:
    - Phone:
    - Email:
    - Billing NPI:
    - TIN:
    - ERA: Yes or No

## WHAT IS THE TURNAROUND TIME FOR ERA ENROLLMENT?

- Standard processing time is 2-4 business days.

## HOW DO I CHECK STATUS?

- Send an email to [info@officeally.com](mailto:info@officeally.com) asking if your NPI has been linked to Office Ally for submissions to Medicaid RI.
- 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**