

MEDICAID RHODE ISLAND PRE-ENROLLMENT INSTRUCTIONS - MCDRI



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 2 business days

WHAT FORM(S) SHOULD I COMPLETE?

- Send email to 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.
 - Must provide:
 - Provider Name:
 - Address:
 - Phone:
 - Email:
 - Billing NPI:
 - TIN:
 - ERA: Yes or No

HOW DO I CHECK STATUS?

- Call 360-975-7000 option 1. Provide the Customer Service Rep with your NPI# and ask if approved for EDI Submission to Medicaid RI Payer ID MCDRI. 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