SHARP HEALTH PLAN (SHP01)
PRE-ENROLLMENT INSTRUCTIONS

HOW DO I ENROLL?

- Send an email to EDIMCAOPERATIONS@sharp.com with the following information:
    - Contact Name
    - Contact Phone Number
    - Contact Email Address
    - Provider/Practice Name
    - Billing NPI
    - Tax ID
    - Subject Line: Office Ally Enrollment Request

Please Note: Electronic Remittance Advice (ERA/835) will be automatically generated for any provider that has enrolled.

HOW DO I CHECK STATUS?

- Send and email to: EDIMCAOPERATIONS@sharp.com and ask if you have been set up for electronic submissions via Office Ally.
- Once you receive approval from SHARP you MUST contact Office Ally at 360-975-7000 Option 1 and inform them of the approval BEFORE submitting claims for electronic submission. If you do not inform Office Ally of the approval and you pay for paper, your claims will be dropped to paper and mailed to SHARP. If you do not pay for paper the claims will be rejected.

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