

SHARP REES-STEALY MEDICAL GROUP (SRS83) PRE-ENROLLMENT INSTRUCTIONS



HOW DO I ENROLL?

- Email Becky Hairston (Rebecca.Hairston@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?

- Call Becky Hairston (858-499-5573) and ask if you have been set up for electronic submissions via Office Ally.
- Once you receive approval from SHARP, 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