

SHARP HEALTH PLAN (SHP01) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [Vendor Information Form for New EDI Providers](#)

WHERE SHOULD I SEND THE FORM(S)?

- Email for to EDIMCAOPERATIONS@sharp.com

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 7-10 business days.

HOW DO I CHECK STATUS?

- Send an email to EDIMCAOPERATIONS@sharp.com and ask if you have been set up for electronic submissions via Office Ally.
- Once you receive confirmation that you've been linked to Office Ally, 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.

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

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