

**WHICH FORMS SHOULD I COMPLETE?**

- Complete the Highmark online enrollment form ([HERE](#))
  - o Requester Information is the Provider's Information
  - o Trading Partner Number (Professional) – **9803461**
  - o Trading Partner Number (institutional) – **523387**
  - o Trading Partner Name: **Office Ally**
  - o Enter Provider NPI and Provider Name
- When finished, select "Add Provider" then "Continue"

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 20 business days.

**HOW DO I CHECK STATUS?**

- If after the allotted turnaround timeframe has passed you have not received a notification from the payer that you are approved, please call Highmark at (800) 992-0246 to confirm if you are now linked to Office Ally's Trading Partner number.
- **Once you receive confirmation that you've been linked to Office Ally, you may begin submitting your claims electronically.**