



MEDICAID WA / PROVIDER ONE (MC006) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- Go to <https://www.waproviderone.org/>
 - Enter your Domain, Username & Password
 - Complete steps 1-18 and steps 11 & 13 under Enroll Provider
 - Step 11 Add EDI Submission Method – check Billing Agent/Clearinghouse
 - Step 13 Add EDI Submitter Details – Enter Office Ally ID 1054165 and choose authorized transactions **277U**. Do not choose any other transaction. They are not supported by Office Ally. Under Authorized column change this transaction to YES then save and close.
 - Step 14 Add your Organization’s contact information. Under “Electronic Transactions” select **837P** and **835**.
 - Step 16 Add Payment Details – complete for EFT or Paper Check
 - Step 17 Complete Enrollment Checklist
 - Step 18 Submit Enrollment Application for Review

For additional help for Individual Billing Provider:

http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual_enrollingindividual.pdf

For additional help for Group Provider:

http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual_enrollinggroup.pdf

For additional help for Facility, Agency, and Organization Provider:

http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual_enrollingfao.pdf

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 7 business days

HOW DO I CHECK STATUS?

- If you have questions regarding the ProviderOne registration process, contact the ProviderOne Help Desk at (800) 562-3022 or email providerone@dshs.wa.gov. Be sure to include your application number.
- Once enrollment has been approved, you **MUST** contact Office Ally at (360) 975-7000 Option 1 and notify us of the approval **PRIOR** to submitting claims electronically.