

WHICH FORMS SHOULD I COMPLETE?

Complete both listed below:

- [Cigna ERA Enrollment Spreadsheet](#)
 - o See **second tab** for instructions on completing the enrollment.
 - o If you have multiple providers, you may include them all on the same spreadsheet.

WHERE SHOULD I SEND THE FORM(S)?

- Email the spreadsheet (in Excel .xlsx format) to Cigna.ERA@officeally.com
 - o **Subject Line:** Cigna ERA Enrollment Request - (Insert Provider NPI)
- You will receive an auto-generated email with a case number, which will be used for tracking your enrollment progress.

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 1-2 weeks.

HOW DO I CHECK STATUS?

- Once your spreadsheet is received and processed, Office Ally will email you a confirmation of the pending enrollment.
- If you have not received a status update within the allotted turnaround time frame, please reply to your original case number email received.