



# KEYSTONE HEALTH PLAN EAST (95056) ERA ENROLLMENT INSTRUCTIONS

## WHICH FORM(S) SHOULD I DO?

- Complete the online form at <https://www.highmark.com/edi-ibc/apps/claims/forms/provider.shtml>
- Complete the required fields
  - Requester Type: Add ERA (835)
  - Requester Information is the Provider Information
  - Trading Partner Number: **9803461**
  - Trading Partner Name: **Office Ally**
  - Provider Information: Mark Yes under “ERA?”
- When finished, select “Add Provider” then “Continue”

## WHAT IS THE TURNAROUND TIME?

- ERA enrollment requests can take 15-30 days to process.

## HOW CAN I CHECK STATUS?

- Call 800-992-0246 and ask if your ERAs have been linked to Office Ally’s Trading Partner Number **9803461**.