



AMERIHEALTH NON-HMO DE (93688) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- Complete the online enrollment form ([click here](#))
 - Requester Information is the Provider's Information
 - Trading Partner Number (Professional) – **9803461**
 - Trading Partner Number (Institutional) – **523387**
 - Trading Partner Name – Office Ally
 - To activate ERAs, mark "Yes" under the "ERA?" section
- When finished, select "Add Provider" then "Continue"

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5 business days

HOW DO I CHECK STATUS?

- Call (800) 992-0246 and ask if you have been linked to Office Ally's Trading Partner Number (**9803461/523387**)
- 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