

AMERIHEALTH NON-HMO OF DELAWARE (93688) PRE-ENROLLMENT INSTRUCTIONS



WHAT 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 ERA's, mark "Yes" under the "ERA?" section
- When finished, select "Add Provider" then "Continue"

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- 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 BEFORE submitting claims electronically.