



BCBS ARKANSAS (00520) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- [Electronic Data Interchange Services Online Enrollment](#)
 - You must first register in order to receive a User ID and Password
 - Once logged in, authorize Office Ally (**Submitter ID: E3472**) to send claims on your behalf
 - If you want Office Ally to receive your ERAs, make sure to check that transaction

WHERE SHOULD I SEND THE FORM(S)?

- The enrollment process is completed online

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 2-3 business days

HOW DO I CHECK STATUS?

- Email edi@arkbluecross.com or call (501) 378-2336 and ask if your Provider ID has been linked to Office Ally's Submitter ID **E3472**. Approvals are sent to Provider via email.
- Once you receive confirmation that you have been linked to Office Ally, you **MUST** email Support@officeally.com with the below information PRIOR to submitting claims electronically.

Email Subject: Blue Cross Blue Shield Arkansas (00520) – EDI Approval

Body of Email:

Please log my EDI approval for Blue Cross Blue Shield Arkansas.

- Provider Name
- NPI
- Tax ID
- Provider's Submitter ID (Example: E1234)