



# BCBS OF DELAWARE (00570) PRE-ENROLLMENT INSTRUCTIONS

## WHICH FORM(S) SHOULD I DO?

- Go to [www.highmark.com/edi-bcbsde](http://www.highmark.com/edi-bcbsde)
  - Click on “Update Trading Partners”
  - Click on “Provider Changes”
  - Complete all required fields
    - Trading Partner Number: **508312**
    - Trading Partner Name: **Office Ally**
    - If you would like to receive ERAs, you can indicate that in the Provider Information section

## WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5 business days

## HOW DO I CHECK STATUS?

- An approval letter will be sent to the mailing address you provided on the enrollment form
- 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