



BCBS OF IOWA (BCSIA) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- [Electronic Transaction Registration Packet](#) contains 3 required forms:
 - Electronic Transaction Registration Form
 - Signature and Audit Agreement
 - Provider Authorization for Electronic Transactions via Third Party
- For instructions on how to complete the required forms, see page 2 of the packet.
- **Note:** There are also two additional forms in the packet that are not required. These forms are a Submitter Change of Address Request Form and Cancellation Request Form. Complete these additional forms if they apply to you. These forms have been pre-filled with Office Ally's information for your convenience.

WHERE SHOULD I SEND THE FORM(S)?

- Fax the completed form(s) to (800) 691-1038; OR
- Email to wellmarkecsolutionsregistration@dxc.com

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 10 business days

HOW DO I CHECK STATUS?

- To check the status of your enrollment, email wellmarkecsolutionsregistration@dxc.com and ask if your Tax ID and NPI are linked to Office Ally's Submitter ID **000011475**. Wellmark will send out an email confirmation once approved.
- 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 electronic claims

Email Subject: Blue Cross Blue Shield of Iowa (BCSIA) – EDI Approval

Body of Email:

Please log my EDI approval for Blue Cross Blue Shield Iowa

- Provider Name
- NPI
- Tax ID