

WHICH FORMS SHOULD I COMPLETE?

- Complete the Claims (837) Highmark online enrollment form ([HERE](#))
 - o Complete the “Requestor Information” section with your contact information
 - o Complete the Trading Partner Information
 - Trading Partner Number – **544992 (Professional)**
 - Trading Partner Number – **544993 (Institutional)**
 - Trading Partner Name: **Office Ally**
 - o Complete the Provider Information
 - Enter Provider Billing/Group NPI and Name
 - ERA?* - Click “**No**”
 - click on the Validate button
 - o Click on Additional Comments, and then to submit the enrollment, click “**Submit Provider**”

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time can take up to 15 business days.

HOW DO I CHECK STATUS?

- If after the allotted turnaround timeframe has passed you have not received a notification from the payer that you are approved, please call Highmark at (800) 992-0246 to confirm if you are now linked to Office Ally’s Trading Partner number.
- **Once you receive confirmation that you’ve been linked to Office Ally, you may begin submitting your claims electronically.**