HIGHMARK WESTERN AND NORTHEASTERN NEW YORK - INSTITUTIONAL (55204I)
E&B and Claim Status - ENROLLMENT INSTRUCTIONS

WHICH FORMS SHOULD I COMPLETE?

This enrollment pertains to the 270/271 (Eligibility) and 276/277 (Claim Status) transactions:

- Complete the Highmark online enrollment form (HERE)
  - Select "Add Provider to Existing Trading Partner" and then validate the TPID:
    - Trading Partner Number – **544993 (Institutional)**
    - Trading Partner Name: **Office Ally**
  - Next, click on Requestor Information (left-hand side) and provide your details.
  - Next, click on Provider Information (left-hand side) and Validate your Provider Billing/Group NPI and Provider Name.
  - Lastly, click on Additional Comments, and hit Submit Provider button to finish request.

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 20 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.**