

WHICH FORMS SHOULD I COMPLETE?

- Complete the Highmark online enrollment form ([HERE](#))
 - o Select “Add Provider to Existing Trading Partner” and click Continue
 - o Complete the “Requestor Information: section
 - o Trading Partner Number – **500331 (professional)**
 - o Trading Partner Number - **533586 (institutional)**
 - o Trading Partner Name: **Office Ally**
 - o Enter Provider Billing/Group NPI and click on “Validate This Provider”
 - o Click on “Submit Provider”
- When finished, select “Add Provider” then “Continue”

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.**