

BLUE CROSS BLUE SHIELD DELAWARE (00570) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- Go to www.highmark.com/edi-bcbsde
 - Click on “Update Trading Partners”
 - Click on “Provider Changes”
 - Complete all required fields
 - Trading Partner Number: 508312
 - Trading Partner Number: Office Ally
 - If you’d like to also receive ERA’s, you can indicate that in the Provider Information section

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- 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 **BEFORE** submitting claims electronically.