

BLUE CROSS BLUE SHIELD OF IOWA (BCSIA) PRE-ENROLLMENT INSTRUCTIONS



WHAT 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 Requests 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 forms to: 800-691-1038; or
- Email: wellmarkecsolutionsregistration@hpe.com

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 10 business days.

HOW DO I CHECK STATUS?

- To check the status, email wellmarkecsolutionsregistration@hpe.com and ask if your Tax ID and NPI are linked to Office Ally's submitter number **000011475**. Wellmark will send out an email confirmation once approved.
- Once you receive confirmation that you've been linked to Office Ally, you must email support@officeally.com with the below information prior to submitting claims electronically.

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