

# BCBS OF MICHIGAN (00710 – PART B) PRE-ENROLLMENT INSTRUCTIONS



## HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 24 to 48 hours.

## WHAT FORMS ARE REQUIRED?

- [Trading Partner Agreement](#)
  - In order to access this application you will need to obtain a username and password. If you do not have a log in username and password, click on the “Request a user ID and password now” link on the Trading Partner Agreement screen.
  - You will be required to enter Office Ally’s Submitter ID which is **COIPZ**.
  - You will receive a confirmation email from BCBS Michigan confirming receipt of your application. This is not an approval but rather an acknowledgement that your application was received and is being processed. Standard processing time is 24-48 hours.
  - For full step-by-step instructions [click here](#).

## HOW DO I CHECK STATUS?

- Call 1-800-542-0945, option 3 and have your provider Billing NPI available. Ask if your Billing NPI has been linked to Office Ally’s submitter ID **COIPZ**.
- If you have been linked you **MUST** contact Office Ally at 360-975-7000 option 1 and notify us of the approval **BEFORE** submitting any claims for electronic transmission.

## ERA ENROLLMENT

- In order to receive ERA’s from BCBS Michigan through Office Ally, make sure you complete the ERA enrollment section once logged in to your BCBS account.