

BLUE CROSS BLUE SHIELD OF TENNESSEE (00890) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [Electronic Billing Request](#)
- Please fill out section I with Provider NPI# and Tax Identification Number
- Please fill out section II with Office Ally's information:
 - Select the X for filling with third party/Billing Agent
 - Billing Agent/Clearinghouse Name: Office Ally
 - Billing Contact: Customer Service
 - Phone: 360-975-7000 option 1
 - Third Party Submitter ID Number:330897513
 - Address: PO Box 872020, Vancouver, WA 98687

NOTE: Do not complete section III – User Access

WHERE SHOULD I SEND THE FORM(S)?

- Fax the form to (423) 535-7523, or;
- Email the form to eBusiness_service@BCBST.com;
- Mail the form to:

BlueCross BlueShield of Tennessee
Attn: Provider Network Services
1 Cameron Hill Circle, Ste 0007
Chattanooga, TN 37402-0007

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 15-30 business days.

HOW DO I CHECK STATUS?

- Approval notices will be sent directly to the provider's office. To check the status, call 800-924-7141 and ask if your provider id has been linked to Office Ally's submitter ID 330897513.
- 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: BCBS of Tennessee (00590) - EDI Approval

Body of Email:

Please log my EDI approval for BCBS of Tennessee.

- Provider Name
- NPI
- Tax ID