

# BLUE CROSS BLUE SHIELD OF WYOMING (00960) PRE-ENROLLMENT INSTRUCTIONS



## WHAT FORM(S) SHOULD I DO?

- Log into your [EDISS Connect](#) account
  - If you do not already have an account, click on “Register Now”
  - Follow the instructions outlined in the [EDISS Connect User Manual for Providers](#)
  - Select **Office Ally (TPID: CH00102)** as your Vendor (clearinghouse) in the Account Settings drop down list
  - Select the transactions (837/835) you would like to be activated for under Office Ally
- After you complete the setup and select the transactions you want to activate, EDISS will determine if there are any additional enrollment forms needing completion (which will then need to be faxed). Only new providers that are not enrolled with CMS/Medicare need to fax in the forms. Providers already enrolled that are just switching to Office Ally will only need to complete the online enrollment.

## WHERE SHOULD I SEND THE FORM(S)?

- Fax to (701) 277-7850

## WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 7-10 business days

## HOW DO I CHECK STATUS?

- Log into your [EDISS Connect](#) account and go to ‘Manage Transactions’ to see if your enrollment has been approved.
- You may also call or email Noridian and ask if you’re linked to Office Ally’s Trading Partner ID **CH00102**
  - Jurisdiction E (JE) – 855-609-9960
  - Jurisdiction F (JF) – 877-908-8431
  - All other Lines of Business – 800-967-7902
  - Email – [support@edissweb.com](mailto:support@edissweb.com)
- 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.