

**WHICH FORMS SHOULD I COMPLETE?**

- Complete [online enrollment](#)
  - o Click [here](#) for full instructions.
  - o Check your HIPAA compliant EDI Transaction(s): **837, and/or 835**
  - o Input Provider Information & Contact Information, then click Next Step
  - o Choose preference for aggregation
  - o Method of Retrieval: Clearinghouse
  - o Clearinghouse Information:
    - Name: **Office Ally**
    - Contact Name: **EDI Enrollment Department**
    - Phone: **360-975-7000**
    - Email: [payerenrollment@officeally.com](mailto:payerenrollment@officeally.com)

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 10 business days.

**HOW DO I CHECK STATUS?**

- Once Capital Blue Cross receives your Electronic Data Interchange Enrollment for 837 and/or 835, they will email the confirmation approval in the allotted timeframe.
- **Once the payer has confirmed your NPI(s) are associated to Office Ally, you may begin submitting your electronic claims.**