



# DMERC REGION C (00885) PRE-ENROLLMENT INSTRUCTIONS

## WHICH STATES ARE COVERED UNDER DMERC REGION C?

- AL, AR, CO, GA, FL, LA, MS, NC, OK, SC, TN, TX, VA, WV, Puerto Rico, and US Virgin Islands

## WHICH FORM(S) SHOULD I DO?

- CEDI Guided Enrollment
  - Go to <https://www.ngscedi.com/ngs/portal/ngscedi>
  - Click on **CEDI Enrollment**
  - Scroll down to Step 3 and click on **Start Enrollment Process**
    - Read the Attestation and click **Accept**
    - Complete required supplier information
    - Office Ally's Trading Partner ID is **C08502116**
    - Click **Next**
    - Check the box for **Health Care Claim (837 v5010A1)**
    - Check the box for **Health Care Claim Payment/Advice (835 v5010A1)**
      - *Check only if you want Office Ally to receive your ERAs*
    - Click **Next**
    - Select **Clearinghouse** from the submission method drop down list
    - Select **Office Ally** from the clearinghouse/billing service drop down list
    - Click **Submit**
    - Scroll down to the **Terms and Conditions** section and **Check ALL** boxes
    - Click **Submit**
  - Once the general information is complete and submitted, additional enrollment forms will be presented. Previously entered information will be auto-populated on each form
    - Complete all remaining required fields
    - If you receive an "Important Notice" regarding ERA enrollment and it states your ERAs are already being routed to another entity, make sure to click **Yes** in order to redirect your ERAs through Office Ally. If you do not want to redirect the ERAs to Office Ally, click **No**.
    - Read through the **Terms and Conditions** and **Check ALL** boxes
    - Click **Submit**

*Once the CEDI Enrollment Packet is submitted, a confirmation screen will appear with the assigned Packed ID (PID) Number. Make sure to print a copy of the enrollment packet for your records.*

## WHAT IS THE TURNAROUND TIME?

- Standard processing time is approximately 2-3 weeks

## HOW DO I CHECK STATUS?

- Go to CEDI's Enrollment Status Tool and follow these instructions
- You will receive an email from NGS CEDI when they have completed the enrollment process. Twenty-four hours after you receive the approval email, contact Office Ally's Customer Service at (360) 975-7000 Option 1 to confirm the approval has been entered in our system prior to submitting your claims electronically.
- For questions, contact the CEDI Help Desk at (866) 311-9184