



HEALTHPLUS OF MICHIGAN (38216) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- [Trading Partner Agreement](#)
 - In order to access this application you will need to obtain a username and password. If you do not have a 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 confirming receipt of your application. This is not an approval but rather an acknowledgement that your application was received and is being processed.
 - For full step-by-step instructions [click here](#)

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 24-48 hours

HOW DO I CHECK STATUS?

- Call (800) 542-0945 option 3 and have your Billing NPI available. Ask if your rBilling 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 **PRIOR** to submitting claims electronically