

HEALTHPLUS OF MICHIGAN (38216) PRE-ENROLLMENT INSTRUCTIONS



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 24 to 48 hours.

WHAT FORMS ARE REQUIRED?

- [Trading Partner Agreement](#)
 - In order to access this application you will need to obtain a username and password. If you do not have a log in 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. Standard processing time is 24-48 hours.
 - For full step-by-step instructions [click here](#).

HOW DO I CHECK STATUS?

- Call 1-800-542-0945, option 3 and have your provider Billing NPI available. Ask if your Billing 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 **BEFORE** submitting any claims for electronic transmission.