Office Ally

HEALTHPARTNERS MN (HEALTHPARTNERS-MN) E & B -ENROLLMENT INSTRUCTIONS

WHICH FORMS SHOULD I COMPLETE?

- Health Partners MN_Eligiblity Enrollment Spreadsheet (.xlsx format)
    o Complete columns C-J
    o You may enter multiple NPIs, please only one NPI per row

WHERE SHOULD I SEND THE FORM(S)?

- Email the spreadsheet (in Excel .xlsx format) to payerenrollment@officeally.com
    o **Subject Line**: Health Partners MN_Eligibility (270) Enrollment Request - (Insert Provider NPI)
        ▪ If you are entering multiple NPIs on the spreadsheet, you may list one NPI example in the subject line

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 15 business days.

HOW DO I CHECK STATUS?

- Once your spreadsheet is received and submitted, Office Ally will email you a confirmation.

- We will notify you again, once the enrollment request has processed and approved with the payer, and you may begin submitting your eligibility transaction.