

WHICH FORMS SHOULD I COMPLETE?

Complete the [Highmark Online Enrollment](#)

- Click Provider Affiliations
- Select Add Provider to Existing Trading Partner
- Complete the required information
- For [Trading Partner Information](#) enter:
 - Trading Partner ID - 543121
 - Trading Partner Name – Office Ally
- Enter Group NPI #, then validate.
 - Receive ERA? – **Click No, leave ERA as is (Our ERA route has separate instructions)**
- In Additional Comments section enter:
 - Please setup NPI for 270/271 Eligibility Transactions

WHAT IS THE TURNAROUND TIME?

5 - 7 Business Days

HOW DO I CHECK STATUS?

Highmark will send you an email once you are associated to the TPID for Office Ally. Once that is set up, you can begin submitting your E & B transactions.