

WHICH FORMS SHOULD I COMPLETE?

- Navigate to [Highmark Provider Enrollment Website](#)
- Select 'Add Provider to Existing Trading Partner'
 - o **Requester Information**
 - Enter your name, title, company, and contact details. All fields excluding the telephone extension need to be entered for your request to be successful.
 - o **Trading Partner Information**
 - Trading Partner Number: **543121**
 - Trading Partner Name: **Office Ally**
 - o **Provider Information**
 - Enter the Provider Billing/Group NPI number
- Select '**Validate This Provider**'
 - o If prompted to select an option for ERA, please choose "No, leave ERA as is." ERA Enrollment is completed separately.
- Complete enrollment by clicking '**Submit Provider**'

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 20 business days

HOW DO I CHECK STATUS?

- If after the allotted turnaround time has passed you have not received a notification from the Payer that you are approved, please call Highmark at (800) 992-0246 to confirm you are linked to Office Ally's Trading Partner ID for Eligibility Transactions, 543121.