

# HIGHMARK SENIOR HEALTH - PENNSYLVANIA (15460) PRE-ENROLLMENT INSTRUCTIONS



## WHAT FORM(S) SHOULD I DO?

- Complete the online enrollment form ([click here](#))
  - Select “Add Provider to Existing Trading Partner” and click on Continue
  - Complete the “Requestor Information” section
  - Complete the “Trading Partner Information” section with the following information:
    - Trading Partner Number: **520339**
    - Trading Partner Name: **Office Ally**
  - Enter in the Provider’s Billing/Group NPI and click on “Validate This Provider”
  - Click on “Submit Provider”

## WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 5 business days.

## HOW DO I CHECK STATUS?

- Call 800-992-0246, and ask if you have been linked to Office Ally’s Trading Partner Number **520339**.
- Once enrollment has been approved, you **MUST** contact Office Ally at (360) 975-7000 Option 1 and notify us of the approval **BEFORE** submitting claims electronically.