

# HIGHMARK SENIOR SOLUTIONS – WEST VIRGINIA (15459) PRE-ENROLLMENT INSTRUCTIONS



## WHAT FORM(S) SHOULD I DO?

- Complete the online enrollment form ([click here](#))
  - Select “Add Provider”
  - Complete the “Requestor Information” section
  - Complete the “Trading Partner Information” section with the following information:
    - Trading Partner Number: **520173**
    - Trading Partner Name: **Office Ally**
  - Complete the “Provider Information” section and click on “Add Provider”
    - To activate ERAs, mark “Yes” under the “ERA?” section
  - Click “Continue”

## WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 5 business days.

## HOW DO I CHECK STATUS?

- Call 888-222-5950, and ask if you have been linked to Office Ally’s Trading Partner Number **520173**.
- 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.