



## IBC PERSONAL CHOICE (54704) PRE-ENROLLMENT INSTRUCTIONS

### WHICH FORM(S) SHOULD I DO?

- Complete the online enrollment form ([click here](#))
  - Requestor Information is the Provider Information
  - Trading Partner Number: **9803461**
  - Trading Partner Name: **Office Ally**
- When finished, select “Add Provider” then “Continue”

### WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5 business days

### HOW DO I CHECK STATUS?

- Call (800) 992-0246 and ask if your provider number has been linked to Office Ally’s Trading Partner Number **9803461**
- Once the enrollment has been approved you **MUST** call Office Ally at (360) 975-7000 Option 1 and notify us of the approval **PRIOR** to submitting claims electronically