



# KEYSTONE HEALTH PLAN EAST (95056) 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 (Professional): **9803461**
  - Trading Partner Number (Institutional): **523387**
  - 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 (**9803461/523387**)
- 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