

HOW LONG DOES PRE-ENROLLMENT TAKE?

- 5 business days

WHAT FORMS SHOULD I DO?

- Complete the online forms at <https://www.highmark.com/edi-ibc/apps/claims/forms/provider.shtml>
- Complete the required fields
 - o Requester Information is the Provider information
 - o Trading Partner Number Professional – 9803461
 - o Trading Partner Number Institutional – 523387
 - o Trading Partner Name – Office Ally
- When finished, select “Add Provider” than “Continue”

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 you are linked to Office Ally, you MUST call Office Ally at 360-975-7000 option 1 and notify them of the approval BEFORE submitting any claims for electronic transmission. You will need your NPI# and Tax ID.