



MEDICAID ILLINOIS (MCDIL) PRE-ENROLLMENT INSTRUCTIONS

EDI/ERA enrollment is completed through the Medicaid Illinois (MEDI) website, not IMPACT. At this time, IMPACT is only used for new providers attempting to become credentialed with Medicaid Illinois.

HOW DO I COMPLETE ENROLLMENT?

The enrollment process is completed primarily through the Medicaid Illinois (MEDI) website:

1. Go to the [Medicaid Illinois \(MEDI\)](#) website
 - Java version 8u101 and above is required to access the MEDI site.
2. Click on MEDI Login
 - If you do not have a MEDI login yet, you will need to register for one (Register for MEDI).
3. Once logged into your MEDI account, click on the Registration Menu link (left hand side)
 - You will need your Provider Information Sheet which is mailed to the official medical provider address from HFS. If you do not have a Provider Information Sheet, you may [request a Provider Information Sheet](#) to have one mailed to the address on file.
4. Once you have the Provider Information Sheet on hand, click on the Medicaid Provider link
5. Complete all required fields on the Provider Registration page, and then click Submit
6. Email the Provider Information Form received by HFS to Office Ally Support@officeally.com
 - Subject line should read: **Medicaid IL Enrollment attn.: Anita** or fax to **360-896-2151 Attn.: Anita**. Please make sure to include your email address where you want to be notified once set up has been completed on our side.
 - Office Ally has to submit a request in order to become your clearinghouse. After this request has been made, Office Ally will notify you.
 - Turnaround time is approximately 2-3 business days after OA receives your Provider Info Form.
7. If enrolling for ERAs, please indicate what Payee ID you want to receive ERAs for. Payee ID numbers are listed on the Provider Information Sheet you received from Medicaid IL
8. After receiving the notification email from Office Ally, you must log back into your MEDI account at <http://www.myhfs.illinois.gov> and approve Office Ally's request
 - After approving Office ally, you may begin submitting claims electronically.

For questions regarding the MEDI enrollment process, please email HFS.Webmaster@illinois.gov or call (800) 366-8768 Option 1, then Option 2.