

WHICH FORMS SHOULD I COMPLETE?

- 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.
- 1. Go to the [Medicaid Illinois \(MEDI\)](#) website.
 - o Java version 8u101 and above is required to access the MEDI site.
- 2. Click on MEDI Login
 - o 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)
 - o 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. Click [here](#) for instructions (page 66).
- 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 payerenrollment@officeally.com.
- 7. 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.
 - o 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.

WHERE SHOULD I SEND THE FORM(S)?

- Provider Information Form received by HFS to Office Ally.
 - o Email to: payerenrollment@officeally.com
 - Subject line should read: **Medicaid IL (MCDIL) Enrollment**. Please make sure to include your email address where you want to be notified once set up has been completed on our side.
 - o OR Fax to: (360) 896-2151

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is approximately 2-3 business days after Office Ally receives your Provider Information Form.

HOW DO I CHECK STATUS?

- Office Ally must submit a request in order to become your clearinghouse. After this request has been made, Office Ally will notify you.