

# MEDICAID IOWA (SAFETY NET MGMT) (SNMIS) EDI-ENROLLMENT INSTRUCTIONS

# WHICH FORMS SHOULD I COMPLETE?

- Log into your EDISS Connect account
  - o If you do not already have an account, click on "Register Now"
  - o Follow the instructions outlined in the EDISS Connect User Manual for Providers
  - Select Office Ally (TPID: CH00102) as your Vendor (clearinghouse) in the Account Settings drop down list
  - Select the transactions (837P and/or 835P) you would like to be activated under Office Ally
- After you complete the setup and select the transaction(s) you want to activate, EDISS will determine if there are any additional enrollment forms needing completion (which will then need to be faxed).
- After completing the above step and prior to claim submission, EDISS requires submission of a test file containing 10-15 claims. You may submit those test files to Office Ally either via SFTP or uploaded in Service Center. Test files must contain keyword 'OATEST' in the file name.
  - Please notify Office Ally once the files have been submitted by emailing <u>OA clearinghouseOps@officeally.com</u> the following:

    - Provider Name:
    - Provider NPI:
    - Provider TIN:
    - Medicaid Provider ID:

# WHERE SHOULD I SEND THE FORM(S)?

- Online Enrollment, or if you are a newly credentialed provider, fax form to (701) 277-7850 (see criteria above)

## WHAT IS THE TURNAROUND TIME?

Standard Processing Time is 7-10 business days.

# HOW DO I CHECK STATUS?

- Log into your EDISS Connect account and go to "Manage Transactions" to see if your enrollment has been approved.
- You may also call or email Noridian and ask if you are linked to Office Ally's Trading Partner ID
   CH00102
  - o Jurisdiction E (JE) 855-606-9960
  - o Jurisdiction F (JF) 877-908-8431
  - o All other Lines of Business 800-967-7902
  - o Email <u>support@edissweb.com</u>