

# MEDICAID NEW HAMPSHIRE (MCDNH) PRE-ENROLLMENT INSTRUCTIONS



## WHAT FORM(S) SHOULD I DO?

- [Billing Agent Agreement](#)
- [New Hampshire MMIS Health Enterprise Portal Online Enrollment](#)
  - If you would like to activate ERA's, check "Electronic (835)" in Section 4
  - Check Billing Agent/Clearinghouse in Section 6
    - Agent/Clearinghouse Name: Office Ally
    - Contact First Name: Customer Service
    - Contact Phone #: (360) 975-7000 Option 1
    - Address: PO Box 872020 Vancouver, WA 98687
    - Check "837P Professional Claim" for EDI enrollment
    - Check "835 Remittance Advice" for ERA enrollment

## WHERE SHOULD I SEND THE FORM(S)?

- The Billing Agent Agreement can be mailed to:  
ACS Provider Relations Unit  
PO Box 2059  
Concord, NH 03302-2059

## WHAT IS THE TURNAROUND TIME?

- Standard processing time is approximately 7-10 business days.

## HOW DO I CHECK STATUS?

- Contact ACS Provider Enrollment at (866) 291-1674 or (603) 223-4774 and ask if you have been linked to Office Ally's Submitter ID **NH100679**.
- If you have been approved, you **MUST** contact Office Ally at (360) 975-7000 Option 1 and inform them of the approval **BEFORE** submitting any claims electronically.