



MEDICAID VERMONT (MCDVT) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- [Vermont Medicaid EDI Registration Form](#)
 - If you would like Office Ally to receive Electronic Remittance Advice on your behalf, you must authorize Office Ally to see your weekly remittance advice in part 1b on page 1 of the registration form. You also need to check the #835 Remittance (ERA in X12N format) under Transactions
- [Department of Vermont Health Access 835 ERA Enrollment Form](#)
 - To activate ERAs, this form is required in addition to the ERA selections made on the EDI enrollment form

WHERE SHOULD I SEND THE FORM(S)?

- Email to vtedicoordinator@dxc.com; OR
- Mail to:
 - DXC Technology
 - Attn: EDI Coordinator
 - PO Box 888
 - Williston, VT 05495

NOTE: *Both documents must be signed by the provider*

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 7-14 business days

HOW DO I CHECK STATUS?

- You may call Medicaid Vermont at (802) 879-4450 option 3 and ask if your Provider ID has been linked to Office Ally's Trading Partner ID **701101732**
- Once the enrollment has been approved, you **MUST** call Office Ally at (360) 975-7000 Option 1 and notify us of the approval **PRIOR** to submitting claims electronically