

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.