WHICH FORM(S) SHOULD I DO?

- Electronic Data Interchange (EDI) Enrollment

    <u>Section A:</u>
    - **Contract/State:** J12901
    - **Line of Business:** Part A (Institutional)

    <u>Section C:</u>
    - **Select Add to existing Submitter ID**
    - **Submitter ID:** 1958556
    - **Submitter Name:** Office Ally, Inc

WHERE SHOULD I SEND THE FORM(S)?

- Fax the form to (877) 439-5479; OR

- Mail to:

    - Novitas Solutions, Inc. – EDI
      P.O. Box 3093
      Mechanicsburg, PA 17055-1811

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5-10 business days.

HOW DO I CHECK STATUS?

- Call (855) 252-8782 and provide them with your Medicare Provider ID and ask if you have been linked to Office Ally's Submitter ID **1958556**.

- Once you receive confirmation that you have been linked to Office Ally, you MUST contact Customer Support at (360) 975-7000 option 1 or Support@officeally.com PRIOR to submitting claims electronically.

    - **Email Subject:** Medicare J12901 – WPS Legacy Part A (12901) – EDI Approval
      Body of Email:
      Please log my EDI approval for Medicare J12901 – WPS Legacy Part A.
        - Provider Name
        - NPI
        - Tax ID

HOW DO I ENROLL TO RECEIVE ERAS?

- There is no separate form for Electronic Remittance Advice (ERA/835). Upon completion of this form, you will automatically be enrolled to receive ERAs; however, you will continue to receive paper remits for 45 days after the effective date of ERA transmission.

- Existing EDI providers enrolling for ERAs should complete the EDI Enrollment Form as follows:

  o Complete sections A through B with the appropriate information.
  o Completion section C by clicking the block "ERA Change".
  o Complete section D by clicking the block "Assign ERAs to an existing submitter/receiver ID". To the right of this block add the Office Ally Submitter ID **1958556**.