

**WHICH FORMS SHOULD I COMPLETE?**

- [Palmetto GBA EDI Online Enrollment](#)
- Select your State: **VA**
- Customer Type: **Existing**
- Action Type: **Add provider to an existing Submitter ID**
- Click **Next**
- Choose your Option: **Change Clearinghouse or Billing Service**
- What transaction(s) do you want the EDI Submitter to perform: If you wish to only enroll for Claims check **Submit Claims**, or if you wish to enroll for both claims and remittance also click **Receive Electronic Remittances**
- Click **Next**
- Complete the Provider Information & Contact Information sections
- Submitter Information
  - o Submitter ID: **RR3426**
  - o Receiver ID: **E16153**
  - o Submitter Name: **Office Ally, Inc**
  - o Type of Submitter: **Clearinghouse**
- Click **Next**
- Complete the Provider Authorization Form, review and click **Submit**
- Document the tracking number to be used to check status

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 15 business days

**HOW DO I CHECK STATUS?**

- Check on the enrollment status through the [EDI Enrollment Status Tool](#) using the tracking number from your submitted enrollment.
- For claim enrollments, 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](mailto:Support@officeally.com) **PRIOR** to

submitting claims electronically.

- Email Subject: Medicare Virginia Part B (11302) – EDI Approval

- Body of Email:

  - Please log my EDI approval for Medicare Virginia Part B

    - Provider Name
    - NPI
    - Tax ID
    - PTAN