

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**
 - o Submitter Address: **PO Box 872020, Vancouver, WA 98687**
 - o Submitter Contact Information: payerenrollment@officeally.com; Phone: 360-975-7000; Fax: 360-896-2151
 - o Submitter Contact: **Cara Trahey; EDI Enrollment Manager**
- 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.
- **Once you receive confirmation that you've been linked to Office Ally, you may begin submitting your claims electronically.**