

**WHICH FORMS SHOULD I COMPLETE?**

Complete the spreadsheet below:

- [Medicare A & B Eligibility Spreadsheet](#)
  - o Input the Provider Name(s), & Provider NPI(s)
  - o If you have multiple providers, you may include them all on the same spreadsheet on separate rows.

**WHERE SHOULD I SEND THE FORM(S)?**

- Email the spreadsheet (in Excel .xlsx format) to [Payerenrollment@officeally.com](mailto:Payerenrollment@officeally.com)
  - o **Subject Line:** Medicare AB\_Eligibility Enrollment Request - (Insert Provider NPI)
- You will receive an auto-generated email with a case number, which will be used for tracking your enrollment progress.

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 2-5 Business Days.

**HOW DO I CHECK STATUS?**

- Once your spreadsheet is received and processed, Office Ally will email you a confirmation of the pending enrollment.