

MEDICARE NORTHERN VIRGINIA (12202) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [Electronic Data Interchange \(EDI\) Enrollment](#)

WHERE SHOULD I SEND THE FORM(S)?

- Fax the form to (877) 439-5479; or
- Mail the form to:
Novitas Solutions, Inc. – EDI
P.O. Box 3011
Mechanicsburg, PA 17055-1801

HOW DO I CHECK STATUS?

- Call (877) 235-8073 and provide them with your Medicare Provider ID and ask if you have been linked to Office Ally's Submitter ID 1926517.
- Once approved you MUST contact Office Ally at (360) 975-7000, option 1 and inform us of the approval BEFORE submitting any claims for electronic transmission.

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5-10 business days

HOW DO I ENROLL TO RECEIVE ERA'S?

- There is no separate form for Electronic Remittance Advice (ERA/835). Upon completion of this form you will automatically be enrolled to receive Electronic Remittance Advice; however you will continue to receive paper remittances for 45 days after the effective date of ERA transmission.
- Existing EDI providers enrolling for ERA's should complete the above EDI Enrollment Form as follows:
 - Complete Sections A through D with the appropriate information
 - Complete section F by clicking the block "ERA Change Only"
 - Note: The ERA receiver ID is 1926517.