NEW YORK HOTEL TRADE COUNCIL (7707C) EDI-ENROLLMENT INSTRUCTIONS

WHICH FORMS SHOULD I COMPLETE?

Send an email to payerenrollment@officeally.com as follows:

i. Subject: New York Hotel Fund (7707C) Claims Enrollment_(insert your NPI).
ii. Body: Please process the EDI Claims Enrollment for New York Hotel Fund with the below information:
    1. Provider Name:
    2. Provider NPI:
    3. Provider TIN:
    4. Physical Address (cannot be a PO Box):
    5. Payer: New York Hotel Trade Council
    6. Payer ID: 7707C

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is approximately 14 business days.

HOW DO I CHECK STATUS?

- Once Office Ally completes the enrollment registration with the vendor and the payer has approved your request, you will receive a response back on your email once enrollment is finalized/complete.

- **Once you receive confirmation that you've been linked to Office Ally, you may begin submitted your claims electronically.**