Office Ally

SENTARA MENTAL HEALTH (5415M) EDI ENROLLMENT INSTRUCTIONS

WHICH FORMS SHOULD I COMPLETE?

Navigate to: Sentara Health Plans EDI Transaction Overview Page, scroll down to the EDI 837 Enrollment section.

You must complete both enrollment links for "**Sentara Health Plans EDI**" and "**Sentara Health Plans W9**".

On the 'Sentara Health Plans EDI' form, **make sure you are completing as follows:**
- Submitter Information:
    o Clearinghouse: Availity
    o Clearinghouse Contact Name: Payer Enrollment
    o Clearinghouse Contract Email: aacenrollment@availity.com

WHERE SHOULD I SEND THE FORM(S)?

- Enrollments are completed online.

WHAT IS THE TURNAROUND TIME?

- Turnaround timeframe is 5 business days.

HOW DO I CHECK STATUS?

- You may begin submitting claims electronically after you receive confirmation from the payer you are approved, or after the turnaround timeframe has passed.