



TRICARE FOR LIFE (TDDIR) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- Providers can complete the EDI Express Enrollment online by clicking [here](#).
 - Select that you are a healthcare provider
 - Select the EDI transaction you will be submitting
 - 5010 837 Professional Claim Inbound (CMS 1500)
 - Enter Office Ally's Trading Partner ID **98366** and click Validate
 - Select TRICARE FOR LIFE
 - Review the Mock Agreement
 - Complete the contact information
 - Enter the following information for the Clearinghouse Information:
 - Name: Office Ally
 - First Name: Customer
 - Last Name: Service
 - Contact Title: Customer Service
 - Phone Number: (360) 975-7000
 - Email: Support@officeally.com
 - Enter your Business information
 - Use a **valid physical address** for the business
 - Enter the requested provider identification (Tax ID/NPI/ PTAN)
 - Click **Complete & Submit** to sign the agreement

WHAT IS THE TURNAROUND TIME?

- You will receive an email with confirmation of your enrollment within 30-45 minutes

HOW DO I CHECK STATUS?

- Once you receive confirmation that you have been linked to Office Ally, you **MUST** email Support@officeally.com with the below information PRIOR to submitting claims electronically.

Email Subject: TRICARE FOR LIFE (TDDIR) – EDI Approval

Body of Email:

Please log my EDI approval for TRICARE FOR LIFE.

- Provider Name
- NPI
- Tax ID