WHICH FORMS SHOULD I COMPLETE?

Send an email to payerenrollment@officeally.com with the following information:

- **Subject Line:** WCH Service Bureau_EDI-Enrollment Request (Insert NPI)
    o Provider/Organization Name:
    o Billing Address/City/State/Zip Code:
    o Phone Number:
    o Provider Contact Name & Title:
    o Provider Contact Email Address:
    o NPI:
    o Tax ID:

WHERE SHOULD I SEND THE FORM(S)?

- Email to payerenrollment@officeally.com

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 5 business days.

HOW DO I CHECK STATUS?

- After you submit the enrollment email request, once approved, Office Ally will notify you of the approval for the EDI transaction(s). You are unable to submit electronic claims until you receive the approval notification.