Office Ally

AMERICAN SPECIALTY HEALTH (ASHP1)
ERA-ENROLLMENT INSTRUCTIONS

WHICH FORMS SHOULD I COMPLETE?

- [American Specialty Health Enrollment Spreadsheet](#) (.xlsx format)

NOTE: 100% of claim submissions must be sent through Office Ally for ERAs to be received.

WHERE SHOULD I SEND THE FORM(S)?

- Email the spreadsheet (in Excel .xlsx format) to payerenrollment@officeally.com
  - **Subject Line**: ASHP (American Specialty Health)_ERA Enrollment Request - (Insert Provider NPI)
    - If you are entering multiple NPIs on the spreadsheet, you may list one NPI example in the subject line

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 30-45 business days

HOW DO I CHECK STATUS?

- Once your spreadsheet is received and submitted, Office Ally will email you a confirmation.

- If you have not received your first remittance file within the allotted turnaround time frame, please reply to your original case number email received.