# Office Ally

## WHICH FORMS SHOULD I COMPLETE?

- [Availity ERA Enrollment Spreadsheet](#)
  - See second tab for list of Payers offered
    - You may complete a separate row for each payer on the same spreadsheet
  - If you have multiple providers to enroll, you may include all of them on a single spreadsheet

- NOTE: If a BCBS Payer is listed, you will automatically be enrolled for all BCBS Payers offered on the second tab of the spreadsheet. The same rule is in place for Regence Payers. If one Regence Payer is listed, you will automatically be enrolled for all of the Regence Payers.

## WHERE SHOULD I SEND THE FORM(S)?

- Email to: [Availity.ERA@officeally.com](mailto:Availity.ERA@officeally.com)
  - Email Subject Line: Availity ERA Enrollment – (Insert Provider NPIs)
  - Insert the Spreadsheet

- You will receive an auto-generated email with a case number, which will be used for tracking.

## WHAT IS THE TURNAROUND TIME?

- Standard Processing Time can take up to 30-45 business days.

## HOW DO I CHECK STATUS?

- When your spreadsheet is received and processed, Office Ally will email you a confirmation. If additional paperwork is required, we will request completion at that time.

- If you have not received a status update within the allotted turnaround time frame, please reply to your original case number email received. If your case was closed, you will need to send a new email to [payerenrollment@officeally.com](mailto:payerenrollment@officeally.com) for assistance and list your original Case ID.