



BCBS WV/MOUNTAIN STATES (54828) ERA ENROLLMENT INSTRUCTIONS

WHAT FORM(S) SHOULD I DO?

- Complete the online enrollment form ([click here](#))
 - Complete the required Provider Information sections
 - Other Identifiers – Trading Partner ID: **508313**
 - Select the Reason for Submission
 - Complete the Authorized Signature section
 - Click “Continue”

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5 business days

HOW DO I CHECK STATUS?

- Call (800) 992-0246 and ask if you have been linked to Office Ally’s Trading Partner Number **508313**.
- Once enrollment has been approved, you **MUST** contact Office Ally at (360) 975-7000 Option 1 and notify us of the approval **PRIOR** to submitting claims electronically.