



INDEPENDENCE ADMINISTRATORS (54763) ERA ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- Complete the online form at <https://www.highmark.com/edi-ibc/apps/claims/forms/provider.shtml>
- Complete the required fields
 - Requester Type: Add ERA (835)
 - Requester Information is the Provider Information
 - Trading Partner Number: **9803461**
 - Trading Partner Name: Office Ally
 - Provider Information: Mark Yes under “ERA?”
- When finished, select “Add Provider” then “Continue”

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 15-30 business days

HOW DO I CHECK STATUS?

- If you have questions regarding your ERA enrollment, call the payer at (800) 992-0246.