

# **INSTRUCTIONS - 95308**

## HOW LONG DOES EDI ENROLLMENT TAKE?

• Approximately 3-5 business days

### WHERE SHOULD I SEND THE FORMS?

• Fax Forms to (716) 929-1062

### WHO CAN SIGN THE FORMS?

- The provider, if a solo practice.
- The president, CEO, or owner of group, if a group, practice or corporation.

#### WHAT FORM SHOULD I DO?

- Electronic Claims Sender Request Form
- <u>Electronic Transaction Agent Designation Letter</u>
- If you want to have Office Ally receive your ERA's check that transaction in both forms

#### HOW DO I CHECK STATUS?

• Call (716) 635-3911 to check on EDI Enrollment. Ask if the provider has been linked to Office Ally Submitter ID - ETD

• EDI Approvals sent to Provider and Office Ally. We will approve EDI Transactions here. Providers can call 360-975-7000 Option 1 with their Billing NPI to confirm.