

**WHICH FORMS SHOULD I COMPLETE?**

- [Martins Point ERA Enrollment Spreadsheet](#) (.xlsx format)

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

- Email the spreadsheet (in Excel .xlsx format) to [payerenrollment@officeally.com](mailto:payerenrollment@officeally.com)
  - o **Subject Line:** Martin's Point Health Care\_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 15 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 30 business days from receiving your email confirmation from Office Ally, please reply to your original case number email received.