

WHICH FORMS SHOULD I COMPLETE?

NOTE: If you **DO NOT** have a Medical AL **Trading Partner ID**, you **MUST** obtain one before completing this enrollment. To obtain a Trading Partner ID visit [Alabama Medicaid Interactive Portal](#). At the bottom of the screen, under Documentation, CLICK "Trading Partner ID Request Form". Complete the appropriate sections and submit to the EMC Help Desk. Upon processing of the Trading Partner ID Request Form, a PIN letter will be generated and mailed to you. Once a Trading Partner ID is established, you may continue this enrollment application process.

- Navigate to [Medicaid AL Provider Enrollment](#)
- Select '*ERA Enrollment Application*' (it is under the '*Provider Enrollment*' column on the left side of the page)
- Hit 'continue'
- Enter provider information. For the '*Electronic Remittance Advice Clearinghouse Information*' section, enter the following:
 - o Clearinghouse Name: Office Ally (TPID 300005445)
 - o Clearinghouse Contact Name: Payer Enrollment
 - o Telephone Number: 360-975-7000
 - o Email Address: PayerEnrollment@officeally.com
- You should have a tracking number returned to you upon submission. Please note this number as you will need it to check the enrollment status.

WHERE SHOULD I SEND THE FORM(S)?

- This is an online form; no additional submission required.

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 5-10 Business Days

HOW DO I CHECK STATUS?

- You can check status using with tracking number using the following link: [Enrollment Status](#). For any further inquiries, please contact the Gainwell Provider Enrollment Staff at 1-888-223-3630 (in state) or (334) 215-0111 (out of state).