

WHICH FORMS SHOULD I COMPLETE?

- **This payer requires providers to dis-enroll from their existing clearinghouse prior to requesting a new association to Office Ally. You will need your current clearinghouse to deactivate their current association for your provider NPI in their Trading Partner Account for the following:**
 - o If you are requesting 835 Remittance Advice via Office Ally, they need to deactivate **835 & 277 (claim status response)**.

- Once the previous clearinghouse has deactivated the association, send an email to payerenrollment@officeally.com with the following details to complete the new enrollment request:
 - o Email Subject: Medicaid Rhode Island_EDI Enrollment Request_(insert NPI)
 - o Email Body: Please complete enrollment for MCDRI with the following details:
 - Provider Name:
 - Provider Address:
 - Phone Number:
 - Provider NPI:
 - Provider Tax ID:
 - Contact Name:
 - Contact Email Address:
 - Transactions Requesting: (835)
 - Date Previous Vendor Deactivated Association:

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 10 business days.

HOW DO I CHECK STATUS?

- Office Ally will email you a confirmation when the enrollment has been processed and approved.