

WHICH FORMS SHOULD I COMPLETE?

Complete the First Coast Services Options **Electronic Data Interchange (EDI) Enrollment Form** if you are enrolling for 837 Claims and/or 835 Remittance.

- General Information:
 - Contract/State: **USVI**
 - Line of Business: **Part B (Professional)**

HOW DO I ENROLL TO RECEIVE ERAS?

- If you do not want to make any changes to your current ERA setup:
 - You must click the **Maintain existing ERA setup** box and in the following box section **Maintain Existing Submitter/Receiver ID**, type in **Maintain All**. Failure to complete this step can result in a disruption to your current ERA connection.
- If you would like to set up your ERA alongside your EDI enrollment:
 - In the **Electronic Remittance Advice (ERA)** section, choose **Assign ERA to an existing submitter/receiver ID: VI0002021**.
- If you are **only** requesting to update the ERA route to Office Ally:
 - Under **Type of Request** check the box for ERA Change. In the **Electronic Remittance Advice (ERA)** section, choose **Assign ERA to an existing submitter/receiver ID: VI0002021**

WHERE SHOULD I SEND THE FORM(S)?

- Email to MedicareEDI@fcso.com

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time can take up to 30 business days

HOW DO I CHECK STATUS?

- Call (888) 670-0940 and ask if you have been linked to Office Ally's Submitter ID **VI00002021**.
- **Once you receive confirmation that you've been linked to Office Ally, you may begin submitting your claims electronically.**