

**WHICH FORMS SHOULD I COMPLETE?**

- [Providence Health Plan Excel Document](#)  
If you have multiple providers, you may include them all on the same spreadsheet on separate rows.

**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:** Providence Health Plan ERA Enrollment – NPI (Insert Provider NPI)
- You will receive an auto-generated email with a case number, which will be used for tracking your enrollments.

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 10 Business Days.

**HOW DO I CHECK STATUS?**

- After you submit the email, the payer will process the request and notify Office Ally of the ERA Enrollment approval. Office Ally will convey the approval once we have received confirmation from the payer.
- If you have not received a status update within the allotted turnaround time frame, please reply to your original case number email received.