

WHICH FORMS SHOULD I COMPLETE?

Complete both listed below:

- [SSI - ERA Enrollment Spreadsheet](#)
 - o See **second tab** for list of payers offered and their processing notes.
 - You may complete a separate row for each payer on the same spreadsheet.
 - o If you have multiple providers, you may include them all on the same spreadsheet.

WHERE SHOULD I SEND THE FORM(S)?

- Email the spreadsheet (in Excel .xlsx format) to payerenrollment@officeally.com
 - o **Subject Line:** SSI ERA Enrollment Spreadsheet Request - (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 30-45 business days.

HOW DO I CHECK STATUS?

- If you have not received a status update within the allotted turnaround time frame, please reply to your original case number email received.