

WHICH FORMS SHOULD I COMPLETE?

- Go to www.highmark.com/edi-bcbsde
 - o Click on “Update Trading Partners”
 - o Click on “Provider Changes”
 - o Complete all required fields
 - Trading Partner Number: **508312**
 - Trading Partner Name: **Office Ally**
 - If you would like to receive ERAs, you can indicate that in the Provider Information section.

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 5 business days.

HOW DO I CHECK STATUS?

- An approval letter will be sent to the mailing address you provided on the enrollment form.
- Once you receive confirmation that you’ve been linked to Office Ally, you may begin submitting your claims electronically.