WHICH FORMS SHOULD I COMPLETE?

Please complete BOTH step 1 and 2 in order to successfully complete enrollment.

Step 1: Complete the Independence Blue Cross Online Enrollment
- o Request Type - Select: 'Add Provider'
- o Complete the Requester Information
  - Enter Trading Partner Information
  - Trading Partner ID - 525177
  - Trading Partner Name – Change Healthcare
- o Enter Provider Info (NPI + Provider Name)
- o Under 'ERA?' - Select 'No'
- o Click Add Provider (repeat to add as many as necessary)
- o Select 'Continue' button on bottom left
- o Verify Information
- o Select 'Submit' Name of enrollment form

Step 2: Please email support@officeally.com with the following information:

Subject: Independence Blue Cross (270/271) Enrollment + (Provider/Org Name)
Body: Please include a confirmation that the Independence Blue Cross online enrollment was completed as well as the following information:
- o Provider(s) Name
- o NPI
- o TIN or EIN
- o Street Address
- o City
- o State
- o Zip Code
- o Telephone Number
- o Contact Name
- o Contact Email

WHERE SHOULD I SEND THE FORM(S)?

- - Step 1 is completed and submitted online.
- - Step 2 is emailed to support@officeally.com

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is approximately 14 business days.

HOW DO I CHECK STATUS?

- Send an email to support@officeally.com requesting status on your enrollment.