

## WHICH FORM(S) SHOULD I DO?



## MEDICAID WA / PROVIDER ONE (MC006) PRE-ENROLLMENT INSTRUCTIONS

- Go to <https://www.waproviderone.org/>
  - Enter your Domain, Username & Password
  - Complete steps 1-18 and steps 11 & 13 under Enroll Provider
  - Step 11 Add EDI Submission Method – check Billing Agent/Clearinghouse
  - Step 13 Add EDI Submitter Details – Enter Office Ally ID 1054165 and choose authorized transactions **277U**. Do not choose any other transaction. They are not supported by Office Ally. Under Authorized column change this transaction to YES then save and close.
  - Step 14 Add your Organization’s contact information. Under “Electronic Transactions” select **837P** and **835**.
  - Step 16 Add Payment Details – complete for EFT or Paper Check
  - Step 17 Complete Enrollment Checklist
  - Step 18 Submit Enrollment Application for Review

For additional help for Individual Billing Provider:

[http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual\\_enrollingindividual.pdf](http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual_enrollingindividual.pdf)

For additional help for Group Provider:

[http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual\\_enrollinggroup.pdf](http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual_enrollinggroup.pdf)

For additional help for Facility, Agency, and Organization Provider:

[http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual\\_enrollingfao.pdf](http://www.hca.wa.gov/sites/default/files/billers-and-providers/manual_enrollingfao.pdf)

## WHAT IS THE TURNAROUND TIME?

- Standard processing time is 7 business days

## HOW DO I CHECK STATUS?

- If you have questions regarding the ProviderOne registration process, contact the ProviderOne Help Desk at (800) 562-3022 or email [providerone@dshs.wa.gov](mailto:providerone@dshs.wa.gov). Be sure to include your application number.
- **Once you receive confirmation that you’ve been linked to Office Ally, you may begin submitting your claims electronically.**