WHICH FORMS SHOULD I COMPLETE?

- Log in to your EDISS Connect account.

    o If you do not already have an account, click on "Register Now".

    o Follow the instructions outlined in the EDISS Connect User Manual for Providers.

    o Select **Office Ally (TPID: 000504222)** as your Vendor (clearinghouse) in the Account Settings drop down list.

    o Select the transactions (837/835) you would like to be activated for under Office Ally.

- After you complete the setup and select the transactions you want to activate, EDISS will determine if there are any additional enrollment forms needing completion (which will then need to be faxed). Only <u>new</u> providers that are not enrolled with CMS/Medicare need to fax in the forms. Providers already enrolled that are just switching to Office Ally will only need to complete the online enrollment.

WHERE SHOULD I SEND THE FORM(S)?

- If any additional enrollments are needed, fax to (701) 277-7850

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 7-10 business days.

HOW DO I CHECK STATUS?

- Log in to your EDISS Connect account and go to "Manage Transactions" to see if your enrollment has been approved.

- You may also call or email Noridian and ask if you are linked to Office Ally's Trading Partner ID **000504222**
    Juridiction E (JE) – (855) 609-9960 or Juridiction F (JF) – (877) 908-8431
    Email – Support@edissweb.com

- **Once the payer has confirmed your NPI(s) are associated to Office Ally, you may begin submitting your electronic claims.**