

**WHICH FORMS SHOULD I COMPLETE?**

- [Electronic Data Interchange \(EDI\) Enrollment](#)
  - o General Information:
    - Contract/State: **J04911**
    - Line of Business: **Part A (Institutional)**
  - o Type of Request:
    - Add to existing:
      - Submitter ID- **JHWRR3426**
      - Submitter Name- **Office Ally, Inc**

**HOW DO I ENROLL TO RECEIVE ERAS?**

- o If you do not want to make any changes to your current ERA setup:
  - You must click the **Maintain existing ERA setup** box and in the following box section **Maintain Existing Submitter/Receiver ID**, type in **Maintain All**. Failure to complete this step can result in a disruption to your current ERA connection.
- o If you would like to set up your ERA alongside your EDI enrollment:
  - In the **Electronic Remittance Advice (ERA)** section, choose **Assign ERA to an existing submitter/receiver ID: JHWRR3426**
- o If you are only requesting to update the ERA route to Office Ally:
  - Under **Type of Request** check the box for ERA Change. In the **Electronic Remittance Advice (ERA)** section, choose **Assign ERA to an existing submitter/receiver ID: JHWRR3426**

**WHERE SHOULD I SEND THE FORM(S)?**

- Fax to (877) 439-5479; OR
- Mail to Novitas Solutions, Inc. (EDI), PO Box 3093, Mechanicsburg, PA 17055-1811

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 10 business days

## HOW DO I CHECK STATUS?

- **Once you receive confirmation that you've been linked to Office Ally, you may begin submitting your claims electronically.**