



WHICH FORMS SHOULD I COMPLETE?

- [Electronic Data Interchange \(EDI\) Enrollment](#)
 - o General Information:
 - Contract/State: **MD**
 - Line of Business: **Part A (Institutional)**
 - o Type of Request:
 - Add to existing:
 - Submitter ID- **1958553**
 - 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: 1958553**
- 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: 1958553**

WHERE SHOULD I SEND THE FORM(S)?

- Fax to (877) 439-5479; OR
- Mail to Novitas Solutions, Inc. (EDI), PO Box 3011, 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.**