



# MEDICARE VIRGIN ISLANDS (09302) PRE-ENROLLMENT INSTRUCTIONS

## WHICH FORM(S) SHOULD I DO?

- [Electronic Data Interchange \(EDI\) Enrollment Form](#)

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

- Email to [MedicareEDI@fSCO.com](mailto:MedicareEDI@fSCO.com); OR
- Fax the form(s) to (904) 361-0470; OR
- Mail to:

First Coast Medicare EDI  
P.O. Box 3703  
Mechanicsburg, PA 17055-1861

## WHAT IS THE TURNAROUND TIME?

- Standard processing time is 3-4 weeks.

## HOW DO I CHECK STATUS?

- Call (888) 670-0940 and ask if you have been linked to Office Ally's Submitter ID **VI00002021**.
- **Once you receive confirmation that you've been linked to Office Ally, you may begin submitting your claims electronically.**