

WHICH FORMS SHOULD I COMPLETE?

- [Availity ERA Enrollment Spreadsheet](#)
 - o See second tab for list of Payers offered
 - You may complete a separate row for each payer on the same spreadsheet
 - o If you have multiple providers to enroll, you may include all of them on a single spreadsheet.
 - Please note, only **one NPI, TIN, and Payer per row**.
 - o If your enrollment is completed incorrectly, your enrollment may be delayed or rejected.

- NOTE: If an Anthem Payer is listed, you will automatically be enrolled for all Anthem Payers offered on the second tab of the spreadsheet. The same rule is in place for Regence Payers. If one Regence Payer is listed, you will automatically be enrolled for all the Regence Payers.

- If additional paperwork is required by the payer, you will be notified by Availity directly to complete the enrollment.

WHERE SHOULD I SEND THE FORM(S)?

- Email completed .xlsx spreadsheet to: Availity.ERA@officeally.com
 - o Email Subject Line: Availity ERA Enrollment – (Insert Provider NPIs)
 - o Insert the Spreadsheet

- You will receive an auto-generated email with a case number, which will be used for tracking.

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time can take up to 30-45 business days.

HOW DO I CHECK STATUS?

- When your spreadsheet is received and processed, Office Ally will email you a confirmation. If additional paperwork is required, we will request completion at that time.

- If you have not received a status update within the allotted turnaround time frame, please reply to your original confirmation email. If your case was closed, you will need to send a new email to payerenrollment@officeally.com for assistance and list your original Case ID.