WHICH FORMS SHOULD I COMPLETE?

- Electronic Data Interchange (EDI) Enrollment

    - General Information:
        - Contract/State: **J04911**
        - Line of Business: **Part A (Institutional)**
    - Type of Request:
        - Add to existing:
            - Submitter ID- **JHWRR3426**
            - Submitter Name- **Office Ally, Inc**

HOW DO I ENROLL TO RECEIVE ERAS?

- If you do not want to make any changes to your current ERA setup:
    - You <u>must</u> click the **Maintain existing ERA setup** box <u>and</u> 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.

- 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**

- If you are <u>only</u> 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 5-10 business days

HOW DO I CHECK STATUS?

- Call (855) 252-8782 and provide them with your Medicare Provider ID and ask if you have been linked to Office Ally's Submitter ID JHWRR3426.
- For claim enrollments, once you receive confirmation that you have been linked to Office Ally, you MUST contact Customer Support at (360) 975-7000 option 1 or Support@officeally.com PRIOR to submitting claims electronically.
    - o Email Subject: Medicare J04911 (04911) – EDI Approval
    - o Body of Email:
        Please log my EDI approval for Medicare J04911
        - Provider Name
        - NPI
        - Tax ID