



### 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 5-10 business days

## HOW DO I CHECK STATUS?

- Call (877) 235-8073 and provide them with your Medicare Provider ID and ask if you have been linked to Office Ally's Submitter ID 1958553.
- 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 Maryland Part A (00901) – EDI Approval
  - o Body of Email:
    - Please log my EDI approval for Medicare Maryland Part A
    - Provider Name
    - NPI
    - Tax ID