

WHICH FORMS SHOULD I COMPLETE?

- Email PreferredOne with the following details requesting ERA/835's through Office Ally, Inc:
 - o Provider/Practice Name:
 - o NPI
 - o Tax ID

WHERE SHOULD I SEND THE FORM(S)?

- Send the email to 835@preferredone.com

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 5 business days.

HOW DO I CHECK STATUS?

- Send an email to 835@preferredone.com requesting an update on the enrollment.
- Once confirmation has been received, send an email to payerenrollment@officeally.com logging the approval to Office Ally as follows:
 - o **Email Subject:** PreferredOne (41147) ERA Enrollment Approval
 - o **Email Body:** Please log my 835 Enrollment Approval for:
 - Provider/Practice Name:
 - NPI
 - Tax ID