HOW LONG DOES PRE-ENROLLMENT TAKE?

- 5 business days

*PLEASE NOTE – YOU MUST BE A HIGHMARK PROVIDER. IF YOU ARE NOT A PARTICIPATING HIGHMARK PROVIDER YOU MUST BECOME ONE BEFORE COMPLETING THE STEPS BELOW. TO FIND OUT HOW TO BECOME A PARTICIPATING HIGHMARK PROVIDER CALL PROVIDER DATA SERVICES 866-763-3224 OPT. 4.

WHAT FORMS SHOULD I DO?

- Complete the online forms at https://www.highmark.com/edi/index.html
- Click on update your profile, and then on Provider Affiliations.
  - Select “Add Provider to Existing Trading Partner”
  - Click Continue
- Complete the required fields
  - Requester Information is the Provider information
  - Trading Partner Number – 500331
  - Trading Partner Name – Office Ally
- When finished, select “Submit Provider”

HOW DO I CHECK STATUS?

- Call 800-992-0246 and ask if your provider number has been linked to Office Ally’s trading partner number 500331.
- Once you are linked to Office Ally, you MUST call Office Ally at 866-575-4120 option 1 and notify them of the approval BEFORE submitting any claims for electronic transmission. You will need your Highmark Provider ID, NPI# and Tax ID.

WHAT PROVIDER NUMBER DO I USE?

- Highmark Provider ID