

MEDICARE TN PRE-ENROLLMENT INSTRUCTIONS – MR034



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 3 – 4 weeks

WHAT FORMS DO I COMPLETE?

- If you have not ever submitted electronic claims to this payer complete the following two forms:
 - EDI Enrollment Form
 - Customer Profile
- If you are currently submitting electronic claims to this payer and are switching to Office Ally complete the following form:
 - Customer Profile

WHERE SHOULD I SEND THE FORMS?

- Mail the forms to Office Ally
 - We request that you mail the forms to Office Ally, so that we can review the forms and make a note of your provider number and the date the form was mailed to Medicare, however, if you choose, you can mail the forms directly to Medicare.
- FAXED FORMS ARE NOT ACCEPTED.

WHO CAN SIGN THE FORMS?

- Forms must be signed by the provider (if the form is for a solo doctor) or the president, CEO, or owner of the group (if the form is for a group).

HOW DO I CHECK STATUS?

- Call Medicare at 866.352.1608 and ask if your provider number has been linked to Office Ally.
 - Submitter Number: J874
 - Mailbox Number: PB573C
- If it has been linked, you must notify Office Ally before submitting claims.

WHAT PROVIDER NUMBER DO I USE?

- Use one (1) provider number per form.
- If you are a group, list only your group name and group number, do one form for each group number you have.