

# MEDICAID PART B - FLORIDA PRE-ENROLLMENT INSTRUCTIONS – 77027



## HOW LONG DOES PRE-ENROLLMENT TAKE?

- 3 weeks for user's submitting electronic claims for the first time
- 24 hours for user's currently submitting electronic claims and are switching to Office Ally

## HOW DO I ENROLL / WHAT FORM(S) SHOULD I DO?

- Users already submitting electronic claims to Florida Medicaid must complete the **Electronic Data Interchange Agreement** (page 3-4 of this packet).
- Users submitting electronic claims to Medicaid for the first time must complete the **Electronic Data Interchange Agreement** (page 2-3 of this packet) and then create an online **Web Portal Account** (if not already complete).
  - Medicaid Florida will provide you a "Gold" letter with your new PIN and Web Portal Setup Instructions. Once your Web Portal account has been set up follow the steps below for Creating Office Ally as an Agent (see "How to Create Office Ally as an Agent" instructions below). [Click Here for the Web Portal User Guide.](#)

## WHERE SHOULD I SEND THE FORMS?

- Mail or Fax form to:
  - EDS Provider Enrollment
  - PO Box 7070
  - Tallahassee, FL 32314
- Fax: 866-270-1497

## HOW TO CREATE OFFICE ALLY AS AN AGENT:

In order to submit claims to Medicaid Florida, each user must create their Web Portal account. If you have not received your information on how to create your account, contact Medicaid Florida at 800-289-7799, option 3 for assistance. Once your Web Portal account has been created, follow these steps to create Office Ally as an agent:

1. Go to <https://public.flmmis.com>
2. Enter Username and Password
3. Click on Account Management
4. Click on Add Agent
5. Enter Office Ally's email address, [info@officeally.com](mailto:info@officeally.com)
6. Select Username account, oaclaims
7. Click on, "Yes, I Agree", to the Terms of Service
8. Click on Florida Web Portal
9. Select the following permissions for FLPortalProd
  - a. Claims
  - b. Download 997
  - c. Download T1A
  - d. Reports
  - e. Trade File
  - f. Download 835 (OPTIONAL – only select if you want to receive ERAs)
10. Click Save Changes

## HOW DO I CHECK STATUS?

Once you have added Office Ally as an agent, contact Office Ally Customer Support at 360-975-7000, option 1 and tell them you are approved to submit claims to Medicaid Florida. You will need to provide Customer Support your Tax ID and your Medicaid Florida Provider ID.

## WHAT PROVIDER NUMBER DO I USE?

- Medicaid Florida Provider ID
- Tax ID

## HOW DO I ENROLL TO RECEIVE ELECTRONIC REMITTANCE ADVICE (ERA/835)?

To enroll to receive ERA's you can **enroll online thru the portal** (<https://public.flmmis.com/>) or **complete the paper Florida Medicaid Electronic Remittance Advice (ERA) Authorization Agreement** (page 9 of this packet). For instructions on how to enroll online or on paper see the [ERA Enrollment Guide](#) (page 5-8 of this packet).



# Electronic Data Interchange Agreement

Medicaid Provider ID: \_\_\_\_\_ NPI: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

The Medicaid provider listed above is a (check one):  Provider  Billing Agent/Clearinghouse

## Section 1: Transaction Information

**Complete this section to indicate how you plan to submit or receive electronic transactions.**

- **If you are currently submitting/receiving electronic transactions directly to/from Medicaid, indicate your current 5-digit or 6-digit Trading Partner ID.** \_\_\_\_\_

- **If you plan to use a software vendor to submit/receive electronic transactions to/from Medicaid, indicate the software vendor's Trading Partner ID.** \_\_\_\_\_

NOTE: If you do not provide the software vendor's Trading Partner ID, you will be required to test.

- **If you plan to use a billing agent/ clearinghouse to submit directly to/from Medicaid, indicate the billing agent/clearinghouse's Trading Partner ID.** \_\_\_\_\_

NOTE: To designate a billing agent to submit claims on your behalf, complete Section 2.

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- **Indicate the transaction and version types you plan to send/receive.**

- |  |  |
|--|--|
| _____ 4010 - 820 Premium Payment                             | _____ 4010 - 834 Benefit Enrollment (Inbound/Outbound) |
| _____ 5010 - 820 Premium Payment                             | _____ 5010 - 834 Benefit Enrollment (Inbound/Outbound) |
| _____ 4010 - 837P Professional                               | _____ 4010 - 270/271 Eligibility Request/Response      |
| <input checked="" type="checkbox"/> 5010 - 837P Professional | _____ 5010 - 270/271 Eligibility Request/Response      |
| _____ 4010 - 837I Institutional                              | _____ 4010 - 276/277 Claim Status Request/Response     |
| _____ 5010 - 837I Institutional                              | _____ 5010 - 276/277 Claim Status Request/Response     |
| _____ 4010 - 837D Dental                                     |  |
| _____ 5010 - 837D Dental                                     |  |

- **Select the method of submission that you will use to transmit your transactions.**

Web Portal/Software Vendor  Provider Electronic Solutions (PES)

NOTE: If you are using a Billing Agent or Clearinghouse you may disregard this question.

NOTE: If you selected the Provider Electronic Solutions (PES) submission method, please go to the website <http://www.mymedicaid-florida.com> to download the software. Should you experience any problems, call the EDI Helpdesk at 1-866-586-0961.



## Section 2: Florida Medicaid Billing Agent Agreement

**This section must be completed by any provider who wishes to designate or change a billing agent to submit claims for reimbursement by Florida Medicaid.**

**The following requirements apply to all billing agents/clearinghouses:**

1. Any entity, that submits claims to Medicaid on behalf of an enrolled Medicaid provider must be enrolled in the Medicaid program as a billing agent with an active provider number.
2. Claims must be paid in the name of the provider or provider group that renders the services, not in the name of the billing agent.
3. Payment for billing services must be made based upon an administrative fee per claim. Billing agents are prohibited from charging for their services based upon a percentage of the total dollar value of claims billed.
4. If a claim is rejected as inaccurately filed, it cannot be resubmitted unless there has been a change made to the claim form or electronic submission itself.

"The following billing agent is authorized to submit claims to and follow up with Medicaid and the Medicaid fiscal agent on my behalf. I understand that all payments and payment information are in my name and that this agreement does not exempt me from responsibility for claims filed on my behalf or from established claim filing policies. I further understand that the billing agent must be held to the same requirements of confidentiality and access to records as I am, as reflected in my agreement with Medicaid. I will immediately notify the Medicaid fiscal agent of any change in this authorization."

Billing Agent Name: Office Ally Billing Agent Provider Number: 992376400

## Section 3: Certification

**The provider identified on this Electronic Data Interchange Agreement understands and agrees to the following:**

1. Payment of claims will be from federal and state funds and that any falsification or concealment of material fact may be prosecuted under Federal and State laws.
2. Providers must safeguard the Medicaid program against abuse in the use of electronic claims submission.
3. Providers must correctly enter the claims data, monitor the data and certify that the data entered is correct.
4. Providers must assure that the transmission of claims data is restricted to authorized personnel to prevent erroneous payments by the Agency's fiscal agent that might result from carelessness or fraud.
5. Providers must have on file the applicable source data to substantiate the claim submitted to the Medicaid program.
6. Providers must allow the Agency or any of its designees and representatives of the office of the Auditor General or the Attorney General to review and copy all records, including source documents and data related to information entered through electronic claims submission.
7. Providers must abide by all Federal and State statutes, rules, regulations, and manuals governing the Florida Medicaid program.
8. Providers must sign and adhere to all conditions of the Medicaid Provider Agreement and be officially enrolled in the Medicaid program to participate in electronic claims submission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax completed form to:  
866-270-1497 (Preferred)**

**Or mail  
completed  
form to:**

**For Regular Mail:**

**HP Provider Enrollment**  
P.O. Box 7070  
Tallahassee, FL 32314-7070

**For Overnight or Express Delivery:**

**HP Provider Enrollment**  
2671 Executive Center Circle West  
Suite 100  
Tallahassee, FL 32301

(Florida Medicaid Program – Do not write below this line)

Received	By:	Date:	
FMMIS Updated	By:	Date:	

