

# WELCOME TO OFFICE ALLY!



## RAILROAD MEDICARE

### **HOW LONG DOES PRE-ENROLLMENT TAKE?**

- Standard processing time is 4 weeks

### **WHERE SHOULD I SEND THE FORMS?**

- Mail the forms to Office Ally

### **WHO CAN SIGN THE FORMS?**

- Forms should be signed by the provider or someone the provider has authorized to sign

### **WHAT FORMS SHOULD I DO?**

- Complete the following two forms if the provider has **never submitted electronically** to Railroad Medicare
  - Railroad Medicare Information Form
  - Railroad Medicare EDI Enrollment form

**BOTH FORMS MUST BE DONE**
- Complete the following form if the provider **has submitted electronically** to Railroad Medicare and is just transferring to Office Ally
  - Railroad Medicare Change Form

### **HOW DO I CHECK STATUS?**

- To check status, call Medicare at 866.749.4301 and ask if their provider number has been linked to Office Ally, submitter number RR3426.
- If it has been linked, and they will need to inform Office Ally before submitting claims.

### **WHAT PROVIDER NUMBER DO I USE?**

- Forms must contain a valid Railroad Medicare Provider Number
- Can I use my tax ID, NPI, or State Medicare Number instead?
  - No – you may only use a valid Railroad Provider number. If you don't know your Railroad Provider number, call Railroad at 877.288.7600 or 866.749.4301.
  - If your Railroad number is pending, you must wait until it is assigned before completing this form.

### **I'M A GROUP – DO I LIST EACH DOCTOR'S PROVIDER NUMBER?**

- No, if you have a group number, list only the group name and group number on your application.
- If you have multiple group provider numbers, you must complete an entire application for each group number.