

WHICH FORMS SHOULD I COMPLETE?

- To complete enrollment, the provider must have an [NCTracks](#) account
- Log into MCTracks and complete the “Currently Enrolled Provider NCTracks Registration”
 - o Complete enrollment instructions can be found [here](#)
- On the **Methods of Claim and Electronic Transactions** page, select “Billing Agent”
- On the **Associate Billing Agent** page, click search and from the dropdown menu select “Office Ally” and Add
- Under **Select Transaction Type**, choose appropriately: 837P, 837I, 999 and/or 835
 - o Please note: Claim Status (276) is under a different Office Ally ID 50445680.

[Batch Billing Agent Name & Agent ID: Office Ally - 50301065 - QG9Q]

PAYER CONTACT INFORMATION

- Having issues completing enrollment?
 - o Contact NCTracks at 800-688-6696 or email NCTracksprovider@nctracks.com

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 5-7 business days

HOW DO I CHECK STATUS?

- After the allotted turnaround timeframe, you will contact the payer at 800-688-6696 and ask if you have been linked to Office Ally's TSN Number **50301065 (QG9Q)**. Once you have confirmed approval, you may begin submitting electronic claims.