

BLUE CROSS BLUE SHIELD KANSAS (47163) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [ASK Change of Information \(Click here\)](#)

Step 1: Trading Partner Information

- Trading Partner Number: 0006663
- Organization Name: Office Ally, Inc.
- Mailing Address: PO Box 872020
- City: Vancouver
- State: WA
- Zip: 98687-2020
- Contact Name: Customer Service
- Phone Number: (360) 975-7000
- Fax Number: (360) 896-2151
- E-mail Address: Support@officeally.com

Step 2: Identify Changes

- Check "Add Additional NPI Number(s)"
 - *Once you check "Add Additional NPI Numbers" additional fields will become available*
- Select "BCBSKS" from the payer drop down list and select "837 Prof" or "837 INST" for the transaction
- Enter your Billing NPI and Provider/Group Name
- Click the Submit button

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Enrollment takes approximately 3 to 5 business days

HOW DO I CHECK STATUS?

- Call (800) 472-6481 and ask if your NPI has been linked to Office Ally's Trading Partner Number **0006663**.
- Once you have been linked you **MUST** contact Office Ally at (360) 975-7000 Option 1 to inform them of the approval **BEFORE** submitting any claims electronically.