

WHICH FORMS SHOULD I COMPLETE?

- Log in to your [DHCS Provider Portal](#) account
 - If you don't yet have an account, follow the prompts on the portal. If you need assistance with portal registration, contact the payer at 1-800-541-5555.
- Once logged in:
 - A. Request Affiliation with Office Ally using the below information:

Organization Name: Office Ally
Submitter ID: JQR
Zip Code: 98683

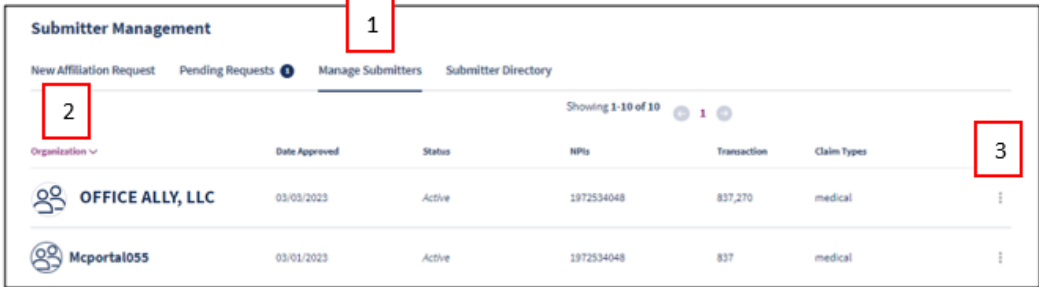
- B. Assign NPI Permissions to Office Ally for the transaction types you'll be submitting:

From the **Submitter Management** area of the Dashboard:

1. Select 'Manage Submitters'
2. Look for 'Office Ally, LLC' as the Organization.
3. Select the three dots associated to 'Office Ally, LLC'

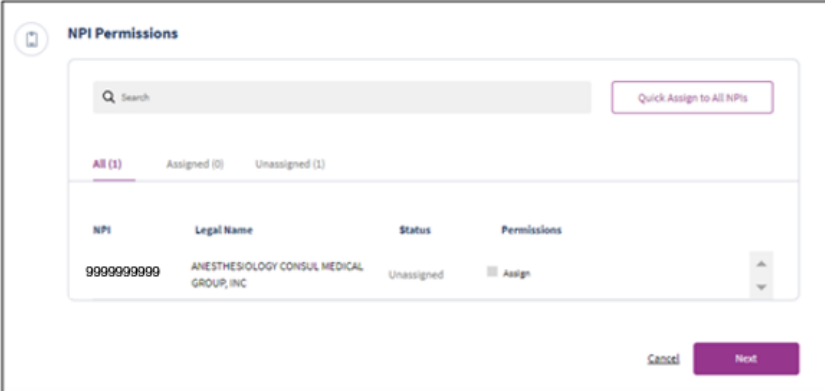
Manage Submitters

1. To manage a submitter organization's permissions, select the kebab menu at the end of the row.



Organization	Date Approved	Status	NPIs	Transaction	Claim Types	
OFFICE ALLY, LLC	05/05/2023	Active	1972534048	837,270	medical	
Mcportal055	03/01/2023	Active	1972534048	837	medical	

Upon selecting the three dots, click 'Quick Assign to All NPIs' or click the 'Assign' checkbox for the desired NPI.



NPI Permissions

Q Search Quick Assign to All NPIs

All (1) Assigned (0) Unassigned (1)

NPI	Legal Name	Status	Permissions
999999999	ANESTHESIOLOGY CONSUL MEDICAL GROUP, INC	Unassigned	<input type="checkbox"/> Assign

Cancel Next

WHERE SHOULD I SEND THE FORM(S)?

- No paper form is needed. Once you complete the online request for affiliation with Office Ally, your request will be placed in a pending status. Office Ally will then approve your request within one week of submission. Once approved by Office Ally, you'll receive an email requesting some additional information. Once the information is returned, we'll complete your setup at Office Ally.

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time by Office Ally is 2 to 5 days.

HOW DO I CHECK STATUS?

- Enrollment status should be verified with Medi-Cal prior to submitting claims. Although the forms are signed online, the payer still requires additional time to complete the setup on their end. Medi-Cal support can be reached by phone at 1-800-541-5555.