

WHICH FORM(S) SHOULD I DO?

- o Log in to your [DHCS Provider Portal](#) account
 - o 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
- o Once logged in, you'll need to:

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	03/03/2023	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

Search

Quick Assign to All NPIs

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

NPI	Legal Name	Status	Permissions
9999999999	ANESTHESIOLOGY CONSUL MEDICAL GROUP, INC	Unassigned	<input type="checkbox"/> Assign

Cancel Next

- If assistance is needed with your Registration or Affiliation Requests, please contact the payer directly at 833-948-4270 or 1-800-541-5555. The Provider Portal Support Line is available 8 am to 5 pm PST, Monday through Friday, except national holidays.

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, the status of your request will show as approved within the portal.

WHAT IS THE TURNAROUND TIME?

- Standard processing time is approximately 1 week.

HOW DO I CHECK STATUS?

- Status of your affiliation request is done online by logging into your DHCS Provider Portal account.