

**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.

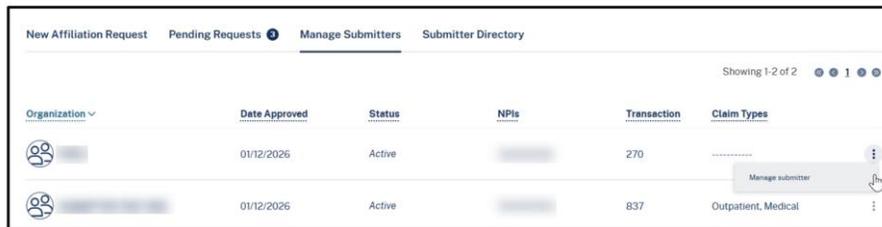
- Once logged in:

**A. Request Affiliation with Office Ally using the information below:****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:

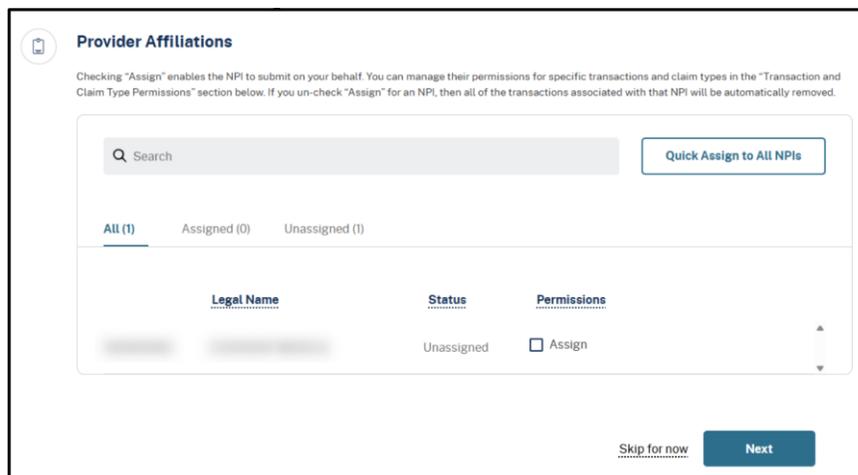
From the **Submitter Management** area of the Dashboard:

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



Organization	Date Approved	Status	NPIs	Transaction	Claim Types
[Redacted]	01/12/2026	Active	[Redacted]	270	[Redacted]
[Redacted]	01/12/2026	Active	[Redacted]	837	Outpatient, Medical

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



**Provider Affiliations**

Checking "Assign" enables the NPI to submit on your behalf. You can manage their permissions for specific transactions and claim types in the "Transaction and Claim Type Permissions" section below. If you un-check "Assign" for an NPI, then all of the transactions associated with that NPI will be automatically removed.

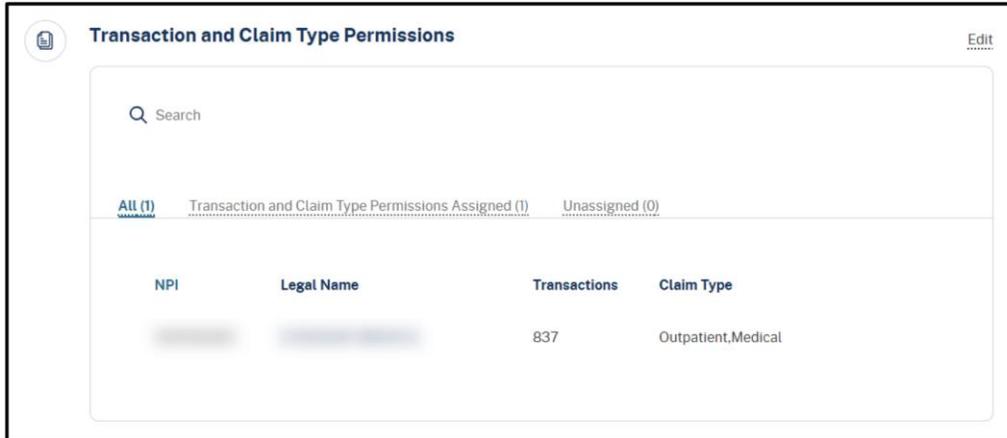
Q Search Quick Assign to All NPIs

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

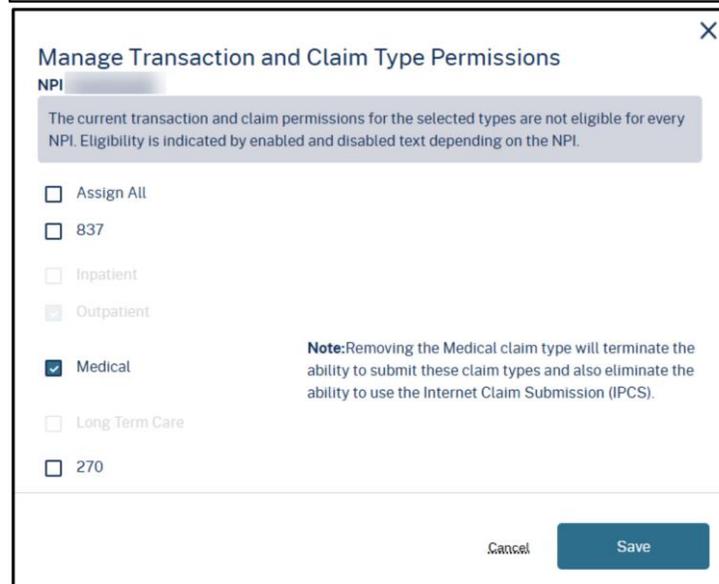
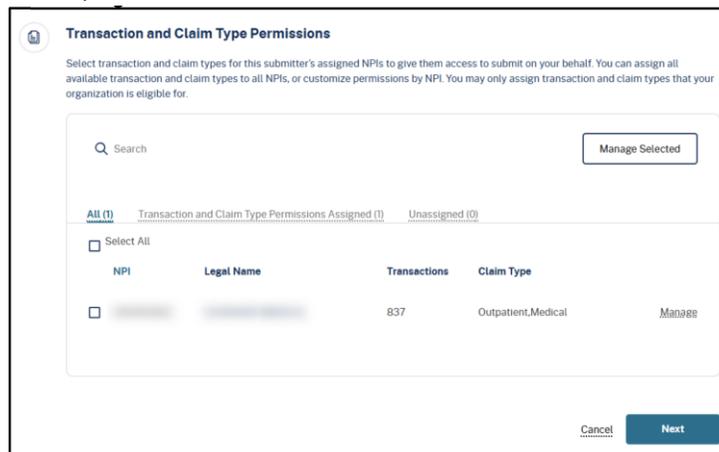
Legal Name	Status	Permissions
[Redacted]	Unassigned	<input type="checkbox"/> Assign

Skip for now Next

- D. Once an NPI is assigned, select Next, where you will assign the Transactions and Claim Type Permissions. Select **Edit** on the far right of the **Transaction and Claim Type Permissions** area.



- E. **Very Important Step:** To manage **Transaction and Claim Type Permissions**, select **Manage Selected** or the **Manage** link. Select the desired claim types to assign to the submitter organization, then select Save.



- Once you complete the online request for affiliation with Office Ally, your request will be placed in a pending status. Office Ally will approve the request in the Payer’s portal. Once Office Ally approves your request, Medi-Cal will send you a message confirming you are linked to Office Ally.
- After you receive the final approval from Medi-Cal, you may begin submitting your claims electronically to Office Ally. **Please note**, there are separate payer IDs based on the transaction type, so ensure you are sending to the payer ID that you credentialed with Medi-Cal for.

Transaction Type	OA Payer ID
837P	MC051
837I - Outpatient	MC051
837I - Long-Term Care	MC052
837I - Inpatient	MC053

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time by Office Ally is 5 days.

HOW DO I ASSIGN OFFICE ALLY AS MY 835 RECEIVER?

The **835 Receiver Management** feature allows provider organizations to designate up to two entities to receive 835 transactions. These receivers can be either:

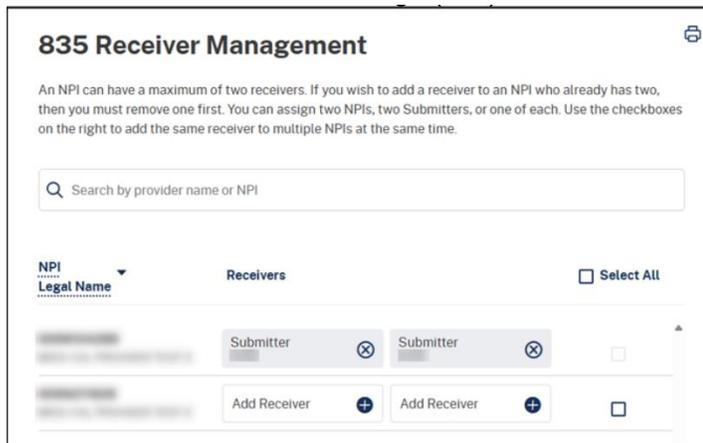
- An organizational NPI
- An affiliated submitter organization

A submitter does **not** need transaction or claim type privileges to be designated as an 835 receiver. A submitter may request receiver status; if the provider accepts the request, an affiliation is established. Once designated, the **835 Transaction** link will be available for the receiver(s) in the **Transaction Center**.

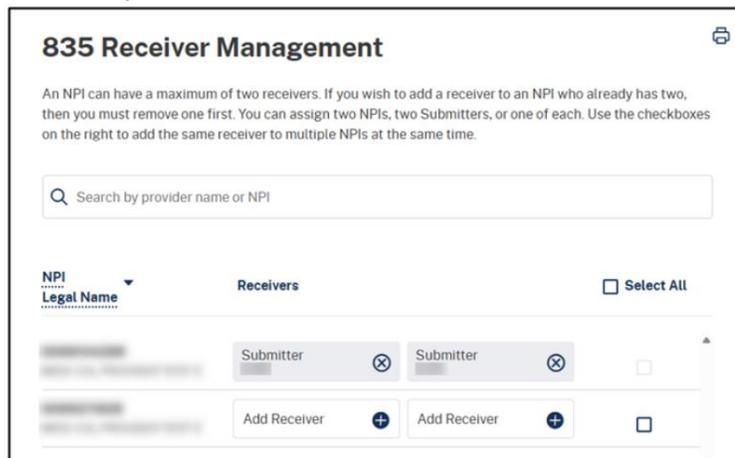
**Manage 835 Receivers**

1. Select **835 Receiver Management** within the **NPI Agreements and Settings** tile.

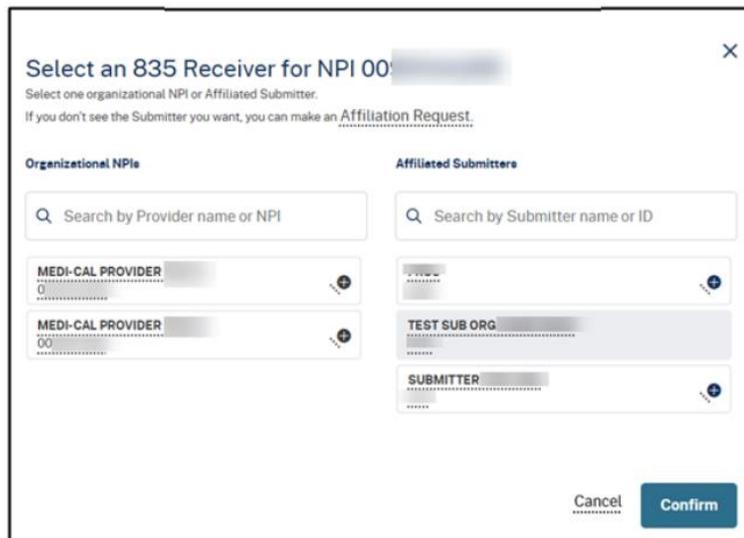




1. Select the add symbol (+) next to **Add Receiver**. To add receivers for multiple NPIs, select the checkbox next to each NPI (or use **Select All**).



2. Select up to two organizational NPIs or affiliated submitters to be 835 receivers. When you're done, select **Confirm** to continue.



## HOW DO I CHECK STATUS?

- Call Medi-Cal support for questions about enrollment status at 1-800-541-5555.