

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

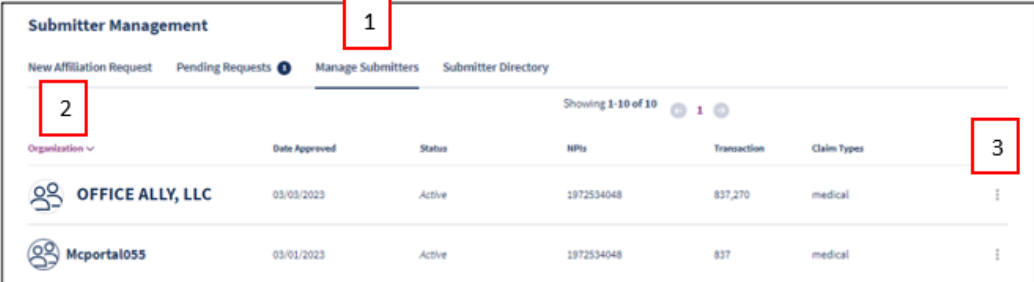
- B. Assign NPI Permissions to Office Ally for the transaction types you'll be submitting:





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'

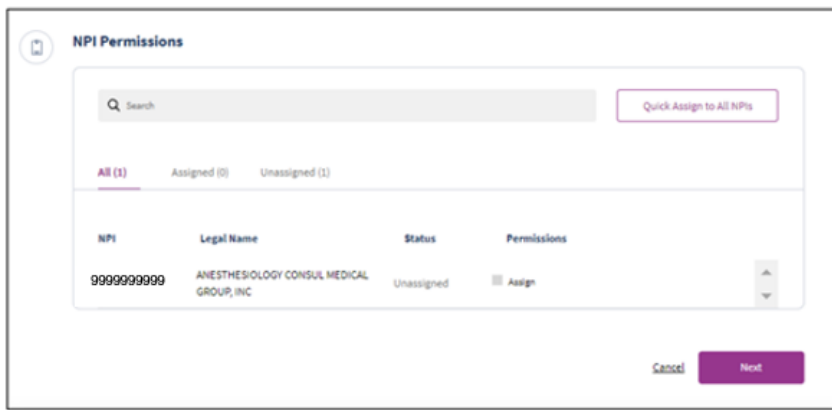
Manage Submitters

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	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.



- 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 request is approved by Office Ally, you'll receive an email from Office Ally requesting some additional information. **You cannot submit electronic claims until we receive and log your additional information in our system.**
- A final confirmation email will be sent by Office Ally confirming when you may begin submitting your electronic claims.

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time by Office Ally is 5-7 days.

HOW DO I CHECK STATUS?

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