



# MEDICAID COLORADO (77016) PRE-ENROLLMENT INSTRUCTIONS

## WHICH FORM(S) SHOULD I DO?

- Enrollment is completed online at <https://Colorado-hcp-portal.xco.dcs-usps.com/hcp/provider/Home>
  - Log into your Colorado Medicaid provider portal account
  - Click “**Manage Accounts**”
  - Select “**Link Registered Trading Partner ID for X12 Reports**”
  - Enter **5285916** in the “**Trading Partner ID**” box and press “**Validate Trading Partner**”
  - Select the transactions that will be conducted by Office Ally on your behalf
    - 5010 – 837P – Batch – X12 – Health Care Claim Professional
    - 5010 – 837I – Batch – X12 – Health Care Claim Institutional (select if submitting UB04)
    - 5010 – 835 – Batch – X12 – Health Care Claim Payment/Advice
    - 5010 – 277CA – Batch – X12 – Health Care Claim Acknowledgement
- Note: The above process is for providers already approved through Colorado Interchange. For additional information visit: <https://www.colorado.gov/hcpf/provider-enrollment>

## HOW DO I CHECK STATUS?

- Once you have completed the instructions above, you will be linked to Office Ally’s Trading Partner ID
- Once you receive confirmation that you have been linked to Office Ally, you **MUST** email [Support@officeally.com](mailto:Support@officeally.com) with the below information PRIOR to submitting claims electronically
  - **Email Subject:** Medicaid Colorado (77016) – EDI Approval
  - **Body of Email:**

Please log my EDI approval for Medicaid Colorado

    - Provider Name
    - NPI
    - Tax ID