

MEDICAID COLORADO (77016) PRE-ENROLLMENT INSTRUCTIONS



WHAT 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’ve been linked to Office Ally, you must email 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