



# MEDICAID KANSAS (MCDKS) ERA ENROLLMENT INSTRUCTIONS

## WHICH FORM(S) SHOULD I DO?

- Go to the [KMAP website](#) and log into your user account
  - Click on the “Account” link
  - Click on “Account Maintenance”
  - Scroll down to “Receiver Box”
  - Choose “Remittance Advice”
  - Add “Office Ally” under Provider/Business Assoc
  - Press “Add”
  - Return to the top of the form and press “Save”
- Once you select Office Ally on KMAP’s website, you will need to email Office Ally at [Support@officeally.com](mailto:Support@officeally.com)
  - In the subject line include: “**Medicaid KS ERA Approval**”
  - Body of the email should contain the following:
    - Username
    - Provider Name
    - NPI
    - Tax ID
- Fax the completed **Kansas MMIS Electronic Data Interchange Application** to (785) 267-7689

## HOW DO I CHECK STATUS?

- Once Office Ally receives the email to [Support@officeally.com](mailto:Support@officeally.com), we will approve the ERA connection in Office Ally’s KMAP account. The Provider’s account will be updated showing ERAs will be routed to Office Ally