



WHICH FORM(S) SHOULD I DO?

- Go to www.ngsmedicare.com and complete the EDI Guided Enrollment ([NGS Enrollment Instructions](#))
 - If you do not have an existing login for NGS, click on “Continue as a Guest”
 - Indicate your Line of Business and State before clicking on “Enter”
 - Accept Attestation
 - Click on the box titled “Enrollment”
 - On the next screen, click on the box titled “Step 8 – Register for EDI”
 - Under EDI Enrollment, click on “Start Enrollment Process”
 - Accept Attestation
- Put a check mark next to “I need to complete a Registration Form (EDI Registration Form includes all EDI Part A and Part B scenarios such as claims and remits)” and click on “Next”
 - Under Method of Electronic Submissions, select “Clearinghouse”
 - Under Clearinghouse Name, select “Office Ally”
 - In the Clearinghouse Contact Information section, enter the following:
 - First Name: Customer
 - Last Name: Support
 - Email: Support@officeally.com
 - Verify Email: Support@officeally.com
 - Click on “Next”
 - In the General Information section, enter the information as it pertains to your office.
 - From the Contractor Code drop-down, select: **14412 – JK Part B RI**
 - Enter your PTAN and NPI
 - Enter your Provider/Facility Information
 - Click on “Next”
 - Select the transaction(s) for which you’re enrolling.
 - Office Ally is approved for the 837 Claim transaction and 835 ERA transaction.
 - Click on “Submit”
 - The specific EDI enrollment forms will be presented for completion based on the transaction selections you made.
 - Additional Office Ally information (if needed):
 - Name: Office Ally
 - Operating as a: Clearinghouse
 - Submitter ID: **7166**
 - Street: PO Box 872020
 - City/State/Zip: Vancouver, WA 98687
 - Contact Name: Customer Service
 - Phone Number: (360) 975-7000 Option 1
 - Email Address: Support@officeally.com

WHERE SHOULD I SEND THE FORM(S)?

- Forms are submitted online after “Electronically Signing” them
 - Email confirmation will go out shortly after submitting the enrollment request

WHAT IS THE TURNAROUND TIME?

- Standard processing time is approximately 2-3 weeks

HOW DO I CHECK STATUS?

- Call Medicare at (888) 379-9132 and ask if you have been linked to Office Ally’s Submitter ID **7166**
- Once you have been linked to Office Ally, you **MUST** contact Office Ally at (360) 975-7000 Option 1 and inform them of the approval **BEFORE** submitting claims electronically.