WHAT 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 "Next"
    - Accept Attestation
  - Click on "Claims & Appeals"
  - Under Electronic Data Interchange, click on "EDI Enrollment"
  - Under EDI Enrollment, click on "Start Enrollment Process"
  - Accept Attestation

- Put a check mark next to "I need to complete a Registration Form"

  - Under Method of Electronic Submission, select "Clearinghouse"
  - Under Approved Entities List, select "Office Ally"
  - Clearinghouse Contact
    - First Name: Customer
    - Last Name: Support
    - Email: support@officeally.com
  - Click on "Next"
  - Complete the required fields
    - Contractor Code: 06102 - J6 Part B IL
    - Network Service Vendor: ECC Technologies
  - Additional Office Ally information (if needed):
    - Name: Office Ally
    - Operating as a: Clearinghouse
    - Submitter ID: 98366
    - 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
  - Available Transactions via Office Ally:
    - ASC x12 837 Claim
    - ASC x12 835 Remittance
      - Select only if you want Office Ally to receive ERA's on your behalf

WHERE SHOULD I SEND THE FORM(S)?

- Forms are submitted online after "Electronically Signing" them
  - Email confirmations 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 (877) 273-4334 and ask if you have been linked to Office Ally's Submitter ID **98366**.

- 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 <u>before</u> submitting any claims electronically.