

# FILE SUBMISSION GUIDELINES



## OVERVIEW

Due to your software, we need you to contact your vendor for assistance in creating a proper batch file for Office Ally. In order to assist in expediting your request with your software vendor, please keep the following items in mind when calling them.

## FOUR THINGS TO ASK YOUR SOFTWARE VENDOR

1. Please show me how to create a batch file out of my claims for electronic submission to a clearinghouse.
2. Must have 10 claims for the first file submission (This 10 claim requirement is ONLY needed for the first batch or whenever a new format is needed.)
3. Please have all required information on the CMS form for correct submissions (NPI numbers, etc.)
4. Must KNOW the location of the electronic file (i.e. Desktop, My Documents, C Drive.)

## THE MAIN FILE FORMATS THAT OFFICE ALLY ACCEPTS ARE:

- HCFA/CMS1500/UB92/UB04 Image Files
- ANSI 837P/837I Files
- HCFA NSF Files
- Tab Delimited Files (HCFA only - must strictly adhere to the Tab Delimited Header List)

## FILE EXTENSIONS

Not to be confused with file types, there are the extensions that can be accepted when uploading your claim files to Office Ally.

File Extension	Notes	File Extension	Notes	File Extension	Notes
(no extensions)	Only works in IE	Lst		Pmg	
Txt		Ls		Cnx	
Dat		Prn		Pgp	
Zip		Out		Fil	
Ecs		Clm		Csv	
Viw		837		Mpn	
Hcf		Nsf		tab	

## ANSI/837 FILE SETUP INFORMATION

Below is a brief run through of the values that are sometimes needed by your software to produce ANSI/837 files.

Segment	Value
ISA 5	ZZ
ISA 6	Your Tax ID
ISA 7	ZZ
ISA 8	330897513

## OTHER MISCELLANEOUS NOTES

- Make sure you continue to send the same file format whenever sending your claims to Office Ally. If they change due to system updates, new computers, or different form selections, the file can fail.
- If you do update your software and the form needs to be updated, make sure to contact Office Ally at 360-975-7000 Option 1 and let the Customer Service Representative know you need to have your file format updated. Please be prepared to provide them with your file ID (received after you upload) and username.