

# TEST FILE SUBMISSION INSTRUCTIONS



Sending a test file to Office Ally before submitting in production will help ensure that all information produced from your third party software is formatted properly and contains all required information. Not everyone can submit a test file to Office Ally. **Practice Mate** and **Online Claim Entry** users do not need to complete testing (and do not have the capability to do so). Sending a test file to Office Ally does not mean your file will go to the payer for end-to-end (E2E) testing. The test file will be processed by Office Ally only.

## FILE NAMING CONVENTION

A specific file name keyword is required when sending test files to Office Ally. The word **OATEST** (all one word) has to be included the file name in order for Office Ally to recognize you are sending a test file. If the file does not have the required keyword, the claims will be processed in production. You would then have to communicate with the payer directly about the claims that should not have been sent unless you're able to get in touch with Office Ally in time to stop the file from going out in production. Office Ally has to be contacted within hours after the submission otherwise it may be too late to stop it from going out.

### Acceptable file naming conventions:

- XXXXXX.**OATEST**.XXXXXX.txt
- **OATEST**\_XXXXXX\_XXXXX.txt

### Unacceptable file naming conventions:

- **OA\_TEST**XXXXXXXX.txt
- XXXXXX.**TEST.OA**.txt
- **TEST**\_XXXXXX\_XXXXX.txt

**NOTE: OATEST** has to be one word in the file name. Office Ally does not utilize the **ISA15** for testing purposes. The correct file naming convention must be used in order for your file to be treated as a test. Keep in mind that the file name does not have to be listed exactly as the above examples, but they do have to contain the **OATEST** keyword. If you transmit test files via SFTP, be sure to include the SFTP required keyword (837P, 837I, etc.) in addition to the **OATEST** keyword. For additional details regarding acceptable file format types and file extensions, please review our [File Submission Guidelines](#).

## TEST FILE REPORTING

After submitting the test file to Office Ally, you will receive a File Summary report outlining the claims that passed testing and those that may have failed. The report will reference that this is a test file and that the claims will not be forwarded along to the payer.

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TEST FILE * TEST FILE * TEST FILE * TEST FILE * TEST FILE * TEST FILE * TEST FILE * TEST FILE * TEST FILE * TEST FILE
CLAIMS WILL NOT BE FORWARDED TO PAYER * CLAIMS WILL NOT BE FORWARDED TO PAYER * CLAIMS WILL NOT BE FORWARDED TO PAYER
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