

REFERRAL PROGRAM



Beginning Monday July 1st, 2013 Office Ally will begin its new Referral Program, in which existing users will be eligible to receive money for each qualified referral.

I: DEFINITIONS

- **Referring User:** Current Office Ally user that is referring a new user to utilize Office Ally services. Eligible to receive referral money.
- **Referred User:** User being referred to utilize Office Ally services for the first time.

II: WHAT IS A QUALIFIED REFERRAL / HOW DO I SUBMIT IT?

To be considered a qualified referral ALL of the following conditions must be met:

- A. The **Referring User** must (1) have an active user account with Office Ally, (2) not have any user accounts with a past-due balance and (3) have opened their account no less than 30 days prior to the Referral Form being submitted.
- B. The **Referral Form** must (1) be received by Office Ally before the Referred User enrolls with Office Ally and (2) have all required fields completed. Referral Forms missing required information will not be honored.
- C. The **Referred User** must (1) be new to Office Ally and have never had an Office Ally account in the past and (2) meet one of the following criteria:
 - i. **Clearinghouse:** Referred User must submit at least 100 valid claims that are accepted and forwarded to the payer by the Office Ally system within the first 60 days of their username being created.
 - ii. **Practice Mate:** Referred User must create and check in at least 100 patients within the first 60 days of their username being created.
 - iii. **EHR 24/7:** Referred User must create at least 75 progress notes within the first 60 days of their username being created.

III: HOW MUCH MONEY CAN I EARN?

There is no limit on the number of users you can refer as long as all qualifications are met (Section II). With this program you can earn up to \$30.00 maximum per referral, dependent upon the product.

- **Qualified Clearinghouse Referral = \$ 10.00 each**
- **Qualified Practice Mate Referral = \$15.00 each**
- **Qualified EHR 24/7 Referral = \$30.00 each**

For Qualified Referrals in which the Referred User signs up for multiple products, the Referring User will be paid for the highest (dollar amount) qualified product (Section II(C)(2)). Example: If the Referred User signs up for Clearinghouse & Practice Mate and meet both qualification requirements (Section II(C)(2)) the Referring User will receive \$15.00 (Practice Mate Referral).

IV: WHEN WILL I RECEIVE THE MONEY?

The Referring User will receive the money for the referral(s) via check within 30 days after the qualification period (60 days). Prior to the check being mailed an Office Ally representative will contact the Referring User to verify the mailing address for the check. If you choose, we can credit your Office Ally account in lieu of a check. When contacted to verify your mailing address please inform the representative of your preference.

V: WHO DO I CONTACT WITH QUESTIONS REGARDING THE REFERRAL PROGRAM?

Contact the Office Ally Referral Representative at (360) 975-7000 ext. 3100.