WHICH FORMS SHOULD I COMPLETE?

o   Log in to your [DHCS Provider Portal](#) account
   -   If you don't yet have an account, follow the prompts on the portal. If you need assistance with portal registration, contact the payer at 1-800-541-5555.

o   Once logged in:
   A.   Request Affiliation with Office Ally using the below information:

> **Organization Name**: Office Ally
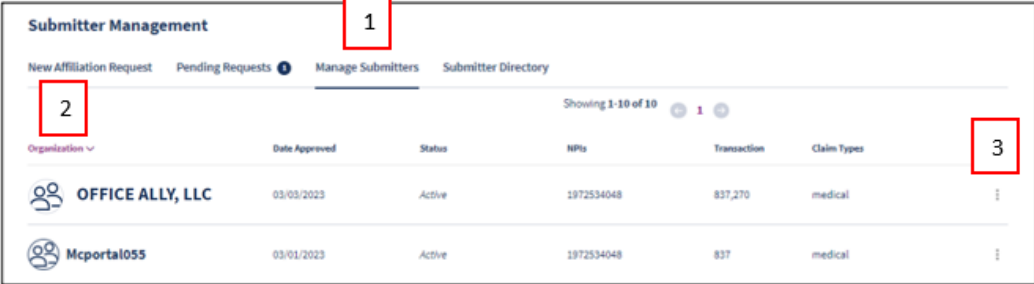> **Submitter ID**: JQR
> **Zip Code**: 98683

   B.   Assign NPI Permissions to Office Ally for the transaction types you'll be submitting:

From the **Submitter Management** area of the Dashboard:

1. Select 'Manage Submitters'
2. Look for 'Office Ally, LLC' as the Organization.
3. Select the three dots associated to 'Office Ally, LLC'

Manage Submitters

1. To manage a submitter organization's permissions, select the kebab menu at the end of the row.

Submitter Management

Organization ⌄	Date Approved	Status	NPIs	Transaction	Claim Types	
New Affiliation Request	Pending Requests ❶	Manage Submitters	Submitter Directory			
			Showing 1-10 of 10	◀ 1 ▶		
👥 OFFICE ALLY, LLC	03/03/2023	Active	1972534048	837,270	medical	⋮
👥 Mcportal055	03/01/2023	Active	1972534048	837	medical	⋮

Upon selecting the three dots, click 'Quick Assign to All NPIs' or click the 'Assign' checkbox for the desired NPI.
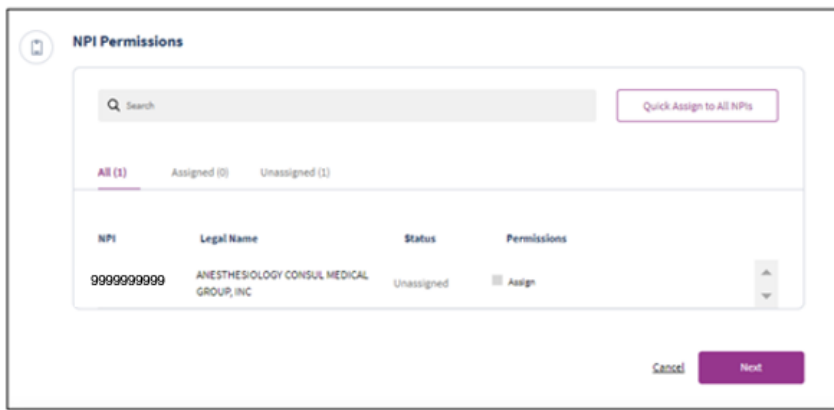
- o Once you complete the online request for affiliation with Office Ally, your request will be placed in a pending status. Office Ally will approve the request in the Payer's portal. Once Office Ally approves your request, Medi-Cal will send you a message confirming you are linked to Office Ally.
- o After your receive the final approval from Medi-Cal, you may begin submitting your claims electronically to Office Ally. Please note, there are separate payer IDs based on the transaction type, so ensure you are sending to the payer ID that you credentialed with Medi-Cal for.

Transaction Type	OA Payer ID
837P	MC051
837I - Outpatient	MC051
837I - Long-Term Care	MC052
837I - Inpatient	MC053

WHAT IS THE TURNAROUND TIME?

- o Standard Processing Time by Office Ally is 5-7 days.

HOW DO I CHECK STATUS?

- o Call Medi-Cal support for questions about enrollment status at 1-800-541-5555.