

BLUE CROSS BLUE SHIELD KANSAS (47163) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [ASK Change of Information \(Click here\)](#)

Step 1: Trading Partner Information

- Trading Partner Number: 0006663
- Organization Name: Office Ally, Inc.
- Mailing Address: PO Box 872020
- City: Vancouver
- State: WA
- Zip: 98687-2020
- Contact Name: Customer Service
- Phone Number: (360) 975-7000
- Fax Number: (360) 896-2151
- E-mail Address: Support@officeally.com

Step 2: Identify Changes

- Check "Add Additional NPI Number(s)"
 - *Once you check "Add Additional NPI Numbers" additional fields will become available*
- Select "BCBSKS" from the payer drop down list and select "837 Prof" for the transaction
- Enter your Billing NPI and Provider/Group Name
- Click the Submit button

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Enrollment takes approximately 3 to 5 business days

HOW DO I CHECK STATUS?

- Call (800) 472-6481 and ask if your NPI has been linked to Office Ally's Trading Partner Number **0006663**.

• Once you have been linked to complete your enrollment follow instructions on the "Note to My Clients Plus users" page and [FAX](#) info requested. We will forward to our clearinghouse and notify you by email when your registration is complete.

Note to My Clients Plus Users:

Once you have confirmed with the Insurance Payer your billing NPI/ Provider number is linked to Office Ally, please fax the following information to 888-653-7115.

- **Please label with “My Clients Plus” on top**
- **Provider/Practice Name as pre-enrolled with the Insurance Payer**
- **Fed Tax ID**
- **Billing NPI**
- **Insurance Payer (including State if BCBS, Medicare or Medicaid).**
- **The statement “I have verified my Provider ID has been linked to Office Ally with the Insurance Payer”.**
- **Provider email address where you can be notified of setup completion.**
- **For Noridian Pre-Enrollments Please Also Include: Submitter number**

Revised 10/1/2012