



ADD PROVIDER FORM

(For Existing Users Only)

Current Office Ally Username: _____

**If you do not have a current username, please complete our enrollment form.*

Contact Name: _____ Contact Phone Number: _____

SEPARATE USERNAME REQUEST

Is this provider part of a billing service ☐ Yes ☐ No

If yes, List Billing Service: _____

Is a separate username needed? ☐ Yes ☐ No Preferred username: _____

**Office Ally cannot guarantee that this username will be available.*

If yes, settings on new username will be identical to current username unless specified here:

Contact Name: _____ Contact Phone: _____

Contact Email: _____

▶▶▶ **Initial Here** _____ I understand that for any calendar month that my Medicare and/or Medi-Cal/Medicaid claim volume exceeds 50% of my total claim volume, my account is subject to a Governmental processing fee of \$19.95/month per username. The percentage calculated and the \$19.95 monthly processing fee will be charged separately for each active username with Office Ally.

PROVIDER INFORMATION

Please fill out **ALL** information requested. You may make copies of this sheet as needed. You may also provide this information in any manner that is easier for you (i.e, screens shots of your software, spreadsheet, etc.)

Solo Provider Name or Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tax ID or EIN #: _____ CLIA#: _____

Individual/Rendering Provider NPI: _____ CMS 1500 = Box 24J | ADA = Box 54

Corporate/Billing/Group NPI: _____ CMS 1500 = Box 33A | UB04 = Box 56 | ADA = Box 49

Do you want Office Ally to add these NPI numbers to your claims? ☐ Yes ☐ No

PAYER INFORMATION

A few of our payers require pre-enrollment that MUST be completed before sending claims electronically. To see a list of payers, go to www.officeally.com then click on "Payerlists/forms." Professional payers are listed in the CMS 1500 Payerlist, Institutional payers in the UB 04 Payerlist and Dental payers in the Dental/ADA Payerlist. All payers that require pre-enrollment are indicated by asterisks.