

WELCOME TO OFFICE ALLY!



BLUE CROSS BLUE SHIELD LOUISIANA PRE-ENROLLMENT INSTRUCTIONS

Instructions for completing BCBSLA Clearinghouse Client Update/Add form

- 1) Check Add New Client box at the top of the form.
- 2) Complete the following information:
 - Provider Name
 - Tax ID
 - BCBSLA Provider ID
 - NPI (may be added to same box as provider ID indicate NPI)
 - Do NOT select Electronic Remittance Advice/835.
- 3) Once completed be sure and add your name and phone number at the bottom of the form.
- 4) Completed forms must be faxed to BCBSLA at 225.298.2945

AND Faxed to Office Ally attention Eve at 949.376.6951

- If form is mailed to BCBS LA also mail a copy to Office Ally at:
- Office Ally 32356 S. Coast Hwy Laguna Beach, Ca. 92651 attn: Eve

BCBSLA representative completing this request should notify Office Ally of any new enrollments. Please call Eve at 949.464.9129 ext 202: