

WELCOME TO OFFICE ALLY!



MEDICAID ILLINOIS PRE-ENROLLMENT INSTRUCTIONS

HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is approximately 2-3 days.

WHERE SHOULD I SEND THE FORMS?

- This payer does not have forms, instead the approval process is completed through the Medicaid IL website.
 - STEP 1: Log on to your Medicaid IL account at <http://www.myhfs.illinois.gov>.
 - STEP 2: Print out the Provider Information Sheet and fax it to Office Ally (949) 376-6951.
 - STEP 3: Office Ally will enter your information and request to be your clearinghouse. Office Ally will notify you via email after we have made this request.
 - STEP 4: After receiving the email from Office Ally, you MUST log back into your Medicaid IL account at <http://www.myhfs.illinois.gov> and approve Office Ally's request.
 - STEP 5: After approving Office Ally you may begin submitting claims electronically.

WHO CAN SIGN THE FORMS?

- No forms must be signed.
 - Go to <http://www.myhfs.illinois.gov> and approve.

HOW DO I CHECK STATUS?

- Check status online at <http://www.myhfs.illinois.gov>

WHAT PROVIDER NUMBER DO I USE?

- ❖ Use one (1) provider number per form.
- ❖ Use Medicaid Illinois Provider number.
- ❖ If you are a group, list only your group name and group number, do one form for each group number you have.