

# FILE SUBMISSION GUIDELINES



## OVERVIEW

Due to your software, you will need to contact your vendor for assistance in creating a proper batch file for Office Ally. In order to assist in expediting your request with your software vendor, please keep the following items in mind when calling them.

## FOUR THINGS TO ASK

1. Please show me how to create a batch file out of my claims for electronic submission to a clearinghouse.
2. Must have 10 claims for the first file submission
  - a. This 10 claim requirement is ONLY needed for the first batch or whenever a new format is needed
3. Please have all required information on the CMS form for correct submissions
  - a. NPI numbers, etc
4. Must KNOW the location of the electronic file
  - a. Where did you save the file on your computer?
    - i. Desktop, My Documents, C Drive, etc

## MAIN FILE FORMATS THAT OFFICE ALLY ACCEPTS

- ◆ HCFA/ CMS1500/UB04 Image Files
- ◆ ANSI 837P/ 837I Files
- ◆ HCFA/UB04 NSF Files
- ◆ Tab Delimited Files
  - Must strictly adhere to the Tab Delimited Header List

## FILE EXTENSIONS

These are not file types, but the extensions that can be accepted when uploading your claim files to Office Ally

File Extension	Notes	File Extension	Notes
(no extensions)	Only works with IE	Txt	
Dat		Zip	
Ecs		Viw	
Hcf		Lst	
Ls		Prn	
Out		Clm	
837		Nsf	
Pmg		Cnx	
Pgp		Fil	
Csv		Mpn	
tab			

## ANSI/837 FILE SETUP INFORMATION

Below is a brief run through of the values that are sometimes needed by your software to produce ANSI/837 files.

Segment	Value
ISA 5	ZZ
ISA 6	Your Tax ID
ISA 7	ZZ
ISA 8	330897513

## MISCELLANEOUS NOTES

- ◆ Make sure you continue to send the same file format whenever sending your claims to Office Ally. If they change due to system updates, new computers, or different form selections, the file can fail.
- ◆ If you do update your software and the form needs to be updated, make sure to contact Office Ally's Scheduling Department at 866-575-4120 Opt. 1 to schedule an appointment with one of our Software Technicians. They will be able to help you update the needed forms. Please be prepared to provide your username to the Scheduling Department, and your file ID (received after you upload) to the Technician.