

## Office Ally Claim Attachment Instructions

Office Ally currently does not offer the ability for users to utilize the electronic data interchange (EDI) fields prescribed by the Minnesota Administrative Uniform Committee (MN AUC) for submitting attachments. Until these fields are made available, PrimeWest Health is providing Office Ally submitters an interim solution. Until further notice, providers should complete the following fields on the **CMS-1500** claim form when submitting attachments with claims via Office Ally and should follow the claim submission instructions listed below.

| Field # | Field label                | Values  |
|---------|----------------------------|---|
| 22      | Medicaid Resubmission Code | Enter “406”   |
| 22      | Original Ref No.           | Enter “ATT-”and then a unique identifier* for the attachment specific to the claim. Do not use spaces (e.g., ATT-123456). |

\*The unique identifier is a biller-created attachment control number. This number must be unique for each attachment submitted to PrimeWest Health in order for us to match it to the identifier on the **Claim Attachment Cover Sheet**.

### Claim attachment submission instructions

1. Complete the [Claim Attachment Cover Sheet](#) for faxing your attachment to PrimeWest Health. You must include the “ATT-” prefix along with your unique identifier in order for us to match the **Claim Attachment Cover Sheet** to your claim submission.
2. Enter your National Provider Identifier (NPI)/Unique Minnesota Provider Identifier (UMPI) on the **Claim Attachment Cover Sheet**. The number you enter here should be the NPI/UMPI you submit in field 33 (billing ID) on your claim and **not** an individual NPI/UMPI from the claim lines.
3. Fax the **Claim Attachment Cover Sheet** and the applicable attachments(s) to **1-320-335-5292**. You may submit the attachment information at the same time you submit your claim.

**Note:** Office Ally users have the option of entering secondary Coordination of Benefits (COB) information directly into the Office Ally electronic claim, eliminating the need for an attachment. Click here for [instructions](#) on how to complete secondary COB information.