

# MEDICAID UTAH (SKUTO) PRE-ENROLLMENT INSTRUCTIONS



## WHAT FORM(S) SHOULD I DO?

EDI Enrollment is completed online using Medicaid's [MMIS Prism Provider Portal](#)

- A Utah-ID Account is needed to complete EDI enrollment ([Utah-ID Setup Instructions](#))
- For PRISM enrollment assistance, please review the online tutorials [here](#)
- If Office Ally EDI Contact information is requested, please use the information below:

Contact Name: Customer Service

Phone Number: 360-975-7000 Option 1

Fax: 360-896-2151

Email: [support@officeally.com](mailto:support@officeally.com)

- When prompted, enter Office Ally's Trading Partner ID **HT006842-001** for 837P and/or 837I transactions and 835s if you want Office Ally to receive your ERA's.

## WHAT IS THE TURNAROUND TIME?

- Processing time is approximately 5-7 business days.

## HOW DO I CHECK STATUS?

- To check status (or ask questions), please call Medicaid at (800) 662-9651 or (801) 538-6155 (option 3, then 4) or email [providerenroll@utah.gov](mailto:providerenroll@utah.gov). Office Ally's Trading Partner ID is **HT006842-001**.
- Once approved, to complete your enrollment follow instructions on the "Note to My Clients Plus Users" page and FAX info requested. We will forward to our clearinghouse and notify you by email when your registration is complete.

## **Note to My Clients Plus Users:**

Once you have confirmed with the Insurance Payer your Billing NPI/ Provider Number is linked to Office Ally, please fax the following information to 888-653-7115.

- **Please label with “My Clients Plus” on top**
- **Provider/Practice Name as pre-enrolled with the Insurance Payer**
- **Fed Tax ID**
- **Billing NPI**
- **Insurance Payer (including state if BCBS, Medicare or Medicaid).**
- **The statement “I have verified my provider ID has been linked to Office Ally with the Insurance Payer”.**
- **Provider email address where you can be notified of setup completion.**
- **For EDISS or Noridian Pre-Enrollments Please Also Include:  
Providers Submitter Number**

**REVISED 9/29/16**