

UNIVERSITY HEALTH ALLIANCE (UHA01) PART B PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- [EDI 837P Professional Claim Registration Form](#)
- [ERA Request Form](#)
 - *Complete only if you'd like Office Ally to receive your ERA's*

WHERE SHOULD I SEND THE FORM(S)?

- Please fax, email, or mail the form(s) to:
 - Fax: (877) 269-5568
 - Email: hipaa-edi@uhahealth.com
 - Mail to: University Health Alliance (UHA)
Attention: Information Services
700 Bishop Street, Suite 300
Honolulu, HI 96813

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- The turnaround time is approximately 1 week.

HOW DO I CHECK STATUS?

- Office Ally and the submitter will be notified via email of the approval.
- You can also call UHA at (808) 535-5981 and ask for the status of your enrollment. 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 Noridian Pre-Enrollments Please Also Include: Submitter number**

Revised 10/1/2012