

PUBLIC EMPLOYEES HEALTH PLAN (SX106) PRE-ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- Send an email to edi.helpdesk@pehp.org with the following information:
 - Office Ally Submitter ID: HT006842-001
 - Provider Name
 - Address
 - Phone
 - Email
 - Billing NPI
 - TIN
 - ERA (indicate if you want to receive ERA's through Office Ally)

WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 5 business days

HOW DO I CHECK STATUS?

- Call (801) 366-7544 or email edi.helpdesk@pehp.org and ask if you are linked to Office Ally's Trading Partner ID HT006842-001.

• Once the EDI enrollment has been 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 Noridian Pre-Enrollments Please Also Include: Submitter number**

Revised 10/1/2012