

# UNIVERSITY OF UTAH (SX155) PRE-ENROLLMENT INSTRUCTIONS



## WHAT FORM(S) SHOULD I DO?

- [Trading Partner Set Up Form](#)
- [835 and EFT Enrollment Form](#)

## WHERE SHOULD I SEND THE FORM(S)?

- Fax form to (801) 281-6121; or
- Email to [uuhpedi@hsc.utah.edu](mailto:uuhpedi@hsc.utah.edu)

## WHAT IS THE TURNAROUND TIME FOR ENROLLMENT?

- Standard processing time is 5-10 business days.

## HOW DO I CHECK STATUS?

- Call U of U at (801) 587-2638 or (801) 587-2639. Ask if linked to Office Ally Trading Partner HT006842-001.

Once 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**