



# MEDICAID UTAH (SKUTO) PRE-ENROLLMENT INSTRUCTIONS

**“UHIN Pass-Through Fee Option” is required to be able to receive ERAs for this Payer, otherwise ERAs will be disabled. Please ensure your account is set up for the “UHIN Pass-Through Fee Option” prior to enrolling for ERAs for this Payer.**

## WHICH 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:
    - PRISM ID: **3000670**
    - 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. Also select 835s if you want Office Ally to receive your ERAs.

## WHAT IS THE TURNAROUND TIME?

- Standard processing time is approximately 5-7 business days

## HOW DO I CHECK STATUS?

- To check the status of your enrollment, please call Medicaid at (800) 662-9651 or (801) 538-6155 (option 3 then 4) or email [providerenroll@utah.gov](mailto:providerenroll@utah.gov) and ask if you have been linked to Office Ally’s Trading Partner ID **HT006842-001**
- Once approved, you **MUST** contact Office Ally at (360) 975-7000 Option 1 and inform us of the approval **PRIOR** to submitting claims electronically