

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, you **MUST** contact Office Ally at (360) 975-7000 Option 1 and notify us of the approval BEFORE submitting claims electronically.