

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

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, you **MUST** contact Office Ally @ 360-975-7000, option 1 and notify us of the approval **BEFORE** submitting claims for electronic transmission.