



SCRIPPS HEALTH PLAN (SHPS1/SHPM1) ERA ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- Send an email to SHPSEDI@scrippshealth.org with the following information:
 - Provider Name
 - NPI
 - Tax ID
 - Request for ERAs to be sent to **Office Ally**

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5 business days

HOW DO I CHECK STATUS?

- After five business days, you can send an email to SHPSEDI@scrippshealth.org and ask if your ERAs have been linked to Office Ally.