



UNIVERSITY OF UTAH (SX155) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

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

WHERE SHOULD I SEND THE FORM(S)?

- Fax to (801) 281-6121; OR
- Email to uuhpedi@hsc.utah.edu

WHAT IS THE TURNAROUND TIME?

- Standard processing time is 5-10 business days

HOW DO I CHECK STATUS?

- Call University of Utah at (801) 587-2638 or (801) 587-2639 and ask if you have been linked to Office Ally Trading Partner ID **HT006842-001**
- Once the enrollment has been approved, you **MUST** contact Office Ally at (360) 975-7000 Option 1 and notify us of the approval **PRIOR** to submitting claims electronically