



ALOHA CARE (99030) PRE-ENROLLMENT INSTRUCTIONS

WHICH FORM(S) SHOULD I DO?

- [EDI Enrollment Form for Electronic Claim \(837\) Submission](#)

WHERE SHOULD I SEND THE FORM(S)?

- Email the form to administepproviderenrollment@administep.com; OR
- Fax to (214) 440-3101

WHAT IS THE TURNAROUND TIME?

- Standard processing time is approximately 2 weeks

HOW DO I CHECK STATUS?

- After the two week processing time, you may call (214) 440-3141 or email administepproviderenrollment@administep.com to verify if you have been approved for EDI claim submissions. ERAs will be activated as soon as EDI enrollment is complete.