Office Ally
PUBLIC EMPLOYEES HEALTH PLAN (SX106) EDI-ENROLLMENT INSTRUCTIONS

"UHIN Pass-Through Fee Option" is required to be able to receive ERAs for this Payer, otherwise ERAs will be disabled. Please ensure your account is set up for the "UHIN Pass-Through Fee Option" prior to enrolling for EDI or ERAs for this Payer.

WHICH FORMS SHOULD I COMPLETE?

- Send an email to edi.helpdesk@pehp.org with the following information:
    - Please complete my enrollment linking my NPI to Office Ally as follows:
        - Office Ally UHIN Submitter ID: **HT006842-001**
        - Provider Name
        - Physical Address
        - Contact Phone
        - Contact Email
        - Billing NPI
        - TIN
        - ERA (indicate if you would like to receive ERAs through Office Ally): **Yes or No**

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time is 5-10 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 you receive confirmation that you've been linked to Office Ally, you may begin submitting your claims electronically.**