

Medicaid Utah 837 and 835

EDI Enrollment Instructions:

- The billing provider must have an EDInsight customer account.
- The payer requires an online enrollment.
- If you do not have a PRISM Provider Portal account, contact Provider Enrollment at (801) 538-6155 or email providerenroll@utah.gov.
- EFT enrollment is required to enroll for ERAs with this payer.
- Enrollment processing timeframe is approximately 45 days.
- Support Vendors may contact the EDInsight Enrollment Team to follow up on the ERA setup request. Or, the provider may contact the payer at providerenroll@utah.gov.

835 Electronic Remittance Advice:

GO TO and LOG ONTO the payer portal with your UtahID and password at –

<https://prism.health.utah.gov/>

- Click the **“Manage Provider Information”** link under the **“My Profile”** section on the left side of the screen. This will take you to the Business Process Wizard from where you will update the Provider’s information and complete the steps marked as **“Required.”**
- Select step 8: **“Mode of Claim Submission/EDI exchange.”**
 - Check the box located where the text **“Mode of”** and **“Billing Agent/Clearinghouse/UHIN”** appears. This is beneath the header of **“EDI Exchange - Billing Agent/Clearinghouse/UHIN.”** (Do not select electronic batch).
 - Select the applicable transactions **“835-Remittance Advice, 837-Professional Claims, 837-Institutional Claims.”** Then click the right-pointing arrow button. It will show up under Associated Transactions column.
 - Click the **“OK”** button near the bottom of the page.
- Select step 9: **“Associate Billing Agent.”**
 - Click the **“Add”** button on the **“Billing Agent List”** page.
 - Click the **“Confirm/Search Billing Agent”** button.
 - For the **“Filter By”** drop down, select billing agent ID. SEE list of billing agents and look for **Utah Health Information Network Inc.**
 - Click **“Go.”** Put check next to (UHIN) Utah Health Information Network Inc, and then click the **“Select”** button. This will take you back to the associate billing agent page. Add an association start date (the day you are competing the enrollment).
 - Click the **“Add”** button under the **“EDI Transaction Authorization”** header on this same page.
 - At the **“Electronic Transaction Type”** drop down, select all applicable transactions.
 - Enter the UHIN Trading Partner ID of **HT005915-001** and select a start date. Click the **“OK”** button. You will arrive back at the associate billing agent page. Click **“OK”** again.
- Select step 13: **“835/ERA Enrollment Form”** and scroll down to **“ELECTRONIC REMITTANCE ADVICE INFORMATION”** header.
 - From the **“Method of Retrieval”** drop down, select **“EDI/835.”**
 - Choose the preference for data aggregation of remittance data if it is not already selected.
 - Under the **“ELECTRONIC REMITTANCE ADVICE CLEARINGHOUSE INFORMATION”** header, input **“UHIN”** as the Clearinghouse Name.
 - Enter **“Enrollment Team”** for the contact name.
 - Enter **“877-693-3071”** for the telephone number.
 - Enter enrollment@uhin.org for the email address.
 - Under **“SUBMISSION INFORMATION,”** select **“Change Enrollment.”**
 - Click the check box, enter your electronic signature, and click **“Submit.”**

- Select step 14: **“Payment Details.”**
 - Click the **“Add”** button at the **“Payment Details”** page.
 - Be sure that the **“Electronic Funds Transfer”** button is selected and complete the Financial Institution Information.
 - Enter an effective date and click **“OK.”**
- Select step 17: **“Submit Modification request for Review”** and complete this step to submit your application.
 - There may be other required steps in the Business Process Wizard that need to be completed before you can complete this step. Please reach the payer at (801) 538-6155 for assistance with these other steps.

Within EDInsight - Enrollment Manager:

Take Action on the enrollment record and add note with details of submission.

LOGON to EDInsight- Enrollment Manager

ADD or SELECT payer enrollment record for the payer, Medicaid Utah (MCDUT).

CLICK **[ADD Action Taken]**, Select **WEBENROLL “Enrolled on Payer website”**