



Questions? Please contact your EDI solutions reseller for help with EDI enrollment forms
10/14/11 (New Online Registration)

BCBS Regence Utah and Utah Federal Employees UHIN HT005915-001 Enrollment Instructions – Professional Claims and ERA

- ✓ **BEFORE enrolling, you MUST have a Practice Insight EDI customer account # with billing provider record added.** Please contact your EDI solutions reseller to confirm your EDI account setup.
- ✓ **Make sure all required information is complete and accurate.** Recheck provider numbers to be sure they are valid and accurate. Invalid or incorrect provider IDs will cause the enrollment to be delayed or rejected.
- ✓ **Make a copy of the completed enrollment pages.** Note the date and method of submission. Keep a copy of the completed request in case you should need to follow up or resubmit.

Complete the EDI Enrollment Request Online at-
<https://www.regence.com/utreg/forms/redesign/EDIEnrollmentForm.html>

837- CLAIMS Provider Enrollment (New) or (Change of Service)

If the provider has NOT submitted electronic claims to this payer before, or if the provider wishes to request a CHANGE of SERVICE to authorize Practice Insight to submit claims and/or retrieve ERAs (electronic remits), the billing provider must complete and submit this form:

1. Go to <https://www.regence.com/utreg/forms/redesign/EDIEnrollmentForm.html> to complete the EDI Transaction Enrollment form
2. Put a ✓ Next to "837 Health care claim"
3. Put a ✓ Next to "New Enrollment"
4. See "Provider Enrollment Information" and select Professional. Enter the billing provider's information. Next to "UHIN Trading Partner ID" enter **HT005915-001**.
5. See "Outside Clearinghouse or Billing Service Information" and enter Practice Insight next to "Business Name." Next to "UHIN Trading Partner ID" enter **HT005915-001**.
6. See "For 270, 276, 835 & 837 Transactions only" and enter the billing provider's information, then press Submit.

835 - ERAs Electronic Remittance Request (New) or (Change of Service)

If the provider has never registered for ERA files -Or if the provider currently receives 835 ERA files and wishes to authorize Practice Insight to retrieve their 835 ERA files, the billing provider must complete and submit this form:

1. Complete the steps to submit 837 CLAIMS. (SEE ABOVE)
2. Put a ✓ Next to 835 Remittance Advice"

See the following page for an EXAMPLE of the completed online request form.

ALLOW 1-2 WEEKS FOR PROCESSING

*If it has been over 15 days since request was submitted and you have not yet received confirmation of enrollment, contact your EDI Reseller or Support Vendor.
Resellers or Support Vendors may contact Practice Insight's EDI Enrollment Dept.*

