



Questions? Please contact your EDI solutions reseller for help with EDI enrollment forms.
8/15/2011 (IE, FE)

**DESERET MUTUAL BENEFITS ADMINISTRATORS (SX105)
HT000006-001 UTAH
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.
- ✓ **Keep 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.

FAX COMPLETED FORMS TO-

Deseret Mutual Benefits Administrators, 1-801-578-5903

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

If the provider has not submitted claims electronically to this payer-

- Or-** If the provider has been submitting claims to this payer via another Clearinghouse and wants to change their service to go through Practice Insight, complete this form:

1. **Deseret Mutual Benefits Administrators Electronic Billing Form**

When completing this form, include all group and individual National Provider Identifier (NPI) Numbers.

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, complete this form:

1. **Deseret Mutual Benefits Administrators Electronic Billing Form**

(Same form used for 837 claims, above)

To specify 835 ERAs as part of your request- Put a ✓ in box next to:

“I would like to receive an Electronic Remittance Advice (835) for my claim submissions”

ALLOW 2-4 WEEKS FOR PROCESSING

If you do not receive confirmation within 15 days after the request has been submitted, contact DMBA Provider Maintenance at 1-800-777-3622, Press options 1, 3, and 4 or send email to edienrollment@dmba.com.

