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# ERA REQUEST FORM

The information provided on this form will be used to set up your office for Electronic Remittance Advice (ERA). **Please complete this form as accurately as possible.** If a section is not applicable, write "N/A."

In order to receive an Electronic Remittance Advice (ERA), you must be enrolled for electronic claims submission.

Mail, Fax or Email your completed form to: **UHA**  
**Attention: Information Services**  
**700 Bishop Street, Suite 300**  
**Honolulu, HI 96813**  
**Email: [hipaa-edi@uhahealth.com](mailto:hipaa-edi@uhahealth.com)**  
**Fax: 1-877-269-5568**

## I. Provider Information

Provider Name: \_\_\_\_\_  
Complete legal name of institution, corporate entity, practice or individual provider

Provider Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

ZIP Code/Postal Code: \_\_\_\_\_

## II. Provider Identifiers Information

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)  
 \_\_\_\_\_

National Provider Identifier (NPI) \_\_\_\_\_

## III. Provider Contact Information

Provider Contact Name: Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## **IV. Electronic Remittance Advice Information**

If you want to receive an Electronic Remittance Advice (ERA), then please complete this section.

Provider Tax Identification Number (TIN): \_\_\_\_\_

National Provider Identifier (NPI) \_\_\_\_\_

## **V. Electronic Remittance Advice Clearinghouse Information**

If you want to receive an Electronic Remittance Advice (ERA) through your Clearinghouse, then please complete this section.

Clearinghouse Name: \_\_\_\_\_

Clearinghouse Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **VI. Submission Information**

Reason for Submission: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name of Person Submitting Enrollment: \_\_\_\_\_