

UnitedHealthcare roster billing

Quick reference guide

Billing for mass vaccination sites

Roster billing is a way for health care professionals to submit multiple claims at once for mass immunization practices.

We want to better support you as you continue to provide services to members during the COVID-19 national public health emergency period. One way we're doing this is by accepting roster billing for COVID-19 mass vaccination sites for multi-tax identifier number (TIN) in-network health care professionals. This applies to Individual and Group Market fully insured health plans only. State variances for vaccination guidelines and billing may apply.

For single-TIN vaccination sites, health care professionals must use the current [electronic billing process \(EDI\)](#) for submitting COVID-19 vaccine administration claims.

Registration needed

We're working with [Exela Technologies](#) — an outside vendor company — to help facilitate the roster billing process. Before you submit claims, please ensure you meet the following criteria for roster billing:

- Participating in a multi-TIN mass vaccination site upon registration
- Providing services for members covered under a UnitedHealthcare Individual and Group Market fully insured health plan
- Each individual TIN should have a separate roster for eligible members

If you qualify for roster billing, follow the below steps to submit claim requests for reimbursement.

Getting started

1. To submit roster files, you'll need to register for a username and password with Exela
2. Email the below information to PCHProviderRegistration@exelaonline.com to obtain a username and password.

Provider first name	Provider middle initial	Provider last name	Provider phone number	Provider email address	Payer name
					UnitedHealthcare

3. Exela will reach out to you within 2 business days to confirm receipt of your email and to provide your login information
4. Review the [PCH Global UHC Roster Claim Manual](#) for step-by-step guidance on the platform and the roster billing process

Questions?

For questions or to learn more about the process, email PCHProviderRegistration@exelaonline.com.

