

CEDI Enrollment Check List For New Providers: You just received your NPI and PTAN and would like to send durable medical equipment (DME) claims electronically. Below are some steps to assist you in getting ready.

<p>Step 1 – Decide if you will be sending claims electronically directly to Medicare or through a 3rd party biller or clearinghouse.</p>	<p>Self Billers: You will be sending claims directly to Medicare.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Choose a software vendor. Review the General Questions You Should Ask Before Choosing a Software Vendor document located under Resource Materials. <p>You may choose to use the CMS free software, PC-ACE Pro32, available to download from the CEDI Web site, http://www.ngscedi.com,</p> <p>Or other software approved to submit DME claims electronically. The 5010/D.0 Approved Entities List is available on the CEDI Web site, http://www.ngscedi.com under Resource Materials.</p>	<p>3rd Party Biller and/or Clearinghouse: You will be using another company to send your claims for you.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you would like to send claims electronically through a 3rd party biller or clearinghouse you can review the Approved Entities available on the CEDI Web site at the following link: http://www.ngscedi.com/outreach_materials/outreachindex.htm. <input type="checkbox"/> Review the General Questions You Should Ask Before Choosing a Software Vendor document located under Resource Materials.
<p>Step 2 – If you plan to send claims directly to Medicare, you will need to choose a Network Service Vendor (NSV) you would like to use to connect to send and receive files.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Choose an NSV. <p>The approved NSVs available to provide you connection to the CEDI Gateway are listed on the CEDI Web site, http://www.ngscedi.com under Telecommunications. You may want to check with your software vendor to see if they recommend a particular NSV.</p>	<p>NOTE: You will not need to select an NSV if you have decided to use a 3rd party biller or clearinghouse.</p>
<p>Step 3 – Verify the transaction options you will selecting. Complete CEDI enrollment forms.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review Available Transaction Options for CEDI under CEDI Enrollment to verify the transaction option(s) you will be selecting on your enrollment form. <input type="checkbox"/> Complete the CMS EDI Enrollment Form <input type="checkbox"/> Complete the Supplier Submitter Action Request Form <input type="checkbox"/> Sign, Date, and Fax both forms in together <p>NOTE: Verify that both forms have a Request Identification Number (RID) when printed.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review Available Transaction Options for CEDI under CEDI Enrollment to verify the transaction option(s) you will be selecting on your enrollment form. <input type="checkbox"/> Complete the CMS EDI Enrollment form <input type="checkbox"/> Complete Supplier Authorization Form. <input type="checkbox"/> Sign, Date, and Fax both forms in together <p>NOTE: Verify that both forms have a Request Identification Number (RID) when printed.</p>
<p>Step 4 – Stay Informed Listserv Registration</p>	<p>To stay informed of all CEDI updates, visit the CEDI Web site at http://www.ngscedi.com and sign up for the CEDI Listserv by selecting the Listserv Registration Link. Select “Join” and follow the prompts to subscribe to the CEDI Listserv.</p>	<p>To stay informed of all CEDI updates, visit the CEDI Web site at http://www.ngscedi.com and sign up for the CEDI Listserv by selecting the Listserv Registration Link. Select “Join” and follow the prompts to subscribe to the CEDI Listserv.</p>

CEDI Web site <http://www.ngscedi.com>

For questions, contact the CEDI Help Desk at ngs.cedihelpdesk@wellpoint.com or at 866-311-9184.