National Government Services
A CMS Contracted Agent

Medicare

Common Electronic Data Interchange Submitter Action Request Form Instructional Guide

Should I be filling this form out?

This form is used to request a new Submitter ID or to make changes to an existing Submitter ID. This ID is used to exchange electronic transactions with the Common Electronic Data Interchange (CEDI).

Submitter ID is also referred to as a Trading Partner ID.

Table of Contents

6. How do I submit the form?

Section I

1. **What is the submitter name?**
   This is the name for the entity that will be exchanging electronic transactions with CEDI.
   Note: If the owner of the Submitter ID does not remember the name used to request the ID, the Submitter may send in the Submitter Action Request Form to update the name.

2. **What information should be put in the fields for Contact Name, Phone Number, Fax Number, Street, City, State, ZIP Code, E-mail, and Verify E-mail?**
   This is the physical location/business address and contact information where the Submitter can be contacted upon completing the processing of the request.

3. **What action should be chosen?**
   - Select “Add New Submitter ID” when requesting a new Submitter ID. This is used to:
     - A new supplier enrolling to exchange electronic transactions directly with CEDI
     - A new third party biller (billing service or clearinghouse) enrolling to get their own Submitter ID to exchange electronic transactions on behalf of suppliers
     - Set up initial software telecommunication options
     - Set up initial transaction options
   - Select “Existing Submitter” when updating the information for an existing Submitter ID such as:
     - Adding a National Provider Identifier (NPI) and/or Provider Transaction Access Number (PTAN) to an existing Submitter ID.
     - If an EDI Enrollment Agreement form is not on file for the PTAN, also complete the CMS EDI Enrollment form on the CEDI Web site at the following link: http://www.ngscedi.com/forms/formsindex.htm.
   - Select “Change Submitter” when changing information for an existing Submitter.
     - Request the addition of a new transaction (e.g., 837 claims, 835 electronic remittance advises [ERA], 276/277 claim status and response, National Council for Prescription Drug Programs [NCPDP] claims)
     - Change a file transfer option (Async or file transfer protocol [FTP])
     - Change software vendor

4. **What is the NPI number?**
   This is the National Provider Identifier.
   - It is a ten-digit number.
   - To apply for an NPI, you must contact the National Plan and Provider Enumeration System (NPPES) at 800-465-3203 or visit them online at https://nppes.cms.hhs.gov/NPPES/Welcome.do.
   - New third party trading partners (billing services and clearinghouses) may enter “N/A” if they do not have established clients.

5. **What is the Submitter ID?**

- A Submitter ID is assigned by CEDI and is used to log in and exchange electronic transactions (837 claims, 835 ERA, 276/277 claims status and responses, or NCPDP claims) with CEDI.
- This is also referred to as a Trading Partner ID.
- Leave blank if requesting new Submitter ID
- Valid Submitter IDs only include those starting with the letters A, B, C or D, followed by the numbers "08" and then six more numbers. Examples of a Submitter ID include:
  A08123456
  B08123456
  C08123456
  D08123456

6. **What is the supplier number?**
   This is the unique supplier number assigned by the National Supplier Clearinghouse.
   - This is a ten-digit number
   - Supplier number can be referred to as the following:
     - Provider number
     - PTAN
     - National Supplier Clearinghouse (NSC) number
     - Durable medical equipment (DME) number
     - Medicare NSC number
     - Medicare DME number
     - New billing services may enter "N/A" if they do not have established clients

   If you are unsure what this number is or need more information about receiving this number, please contact the NSC at 866-238-9652.

Section II–Software Vendor Information

1. **What information is placed in this section?**
   This is the software vendor contact information for the software product you plan to use for exchanging electronic transactions with CEDI. Contact your software vendor for this information.

   You can locate approved software vendors for electronic transactions with CEDI on the Resource Materials page of the CEDI Web site at the following link: http://www.ngscedi.com/outreach_materials/CEDIApprovedEntitiesListforWebsite.pdf.

2. **When should I select the option "Order the Free PC-ACE Software Program?"**
   PC-ACE Pro32 is the HIPAA compliant software available at no cost for creating X12 claims to be submitted to CEDI. PC-ACE Pro32 does not create claims in the NCPDP format.
   Select this option if you would like to use the PC-ACE Pro32 software to send your Durable Medical Equipment (DME) claims to Medicare. The required vendor fields will populate automatically with the National Government Services CEDI PC-ACE Pro32 information.

3. **When should I select the option "Other"?**

Select this option when using a CEDI approved third party software. Check the Approved Entity List for software vendors that are already approved to exchange electronic transactions with CEDI located on the Resource Materials page of the CEDI Web site. The list is available at the following link:
http://www.ngscedi.com/outreach_materials/CEDIApprovedEntitiesListforWebsite.pdf.

4. **What information should be entered for the fields labeled Vendor Name, Contact Name, Phone Number, Fax Number, Street, City, State, ZIP Code, E-mail, and Verify E-mail?**
   This is the physical location/business address and contact information of the software vendor. Contact your software vendor for this information.

5. **What should be selected for the question "Are you a Clearinghouse or Third Party Service?"**
   - Select "Yes" if you are a clearinghouse or a third party billing service who will be exchanging transactions on behalf of DME supplies.
   - Select "No" if you will exchange transactions directly with CEDI without using a third party.

6. **What should be selected for the question "Are you a Vendor?"**
   - Select "Yes" if you are the vendor of the software used to create the electronic DME claims
   - Select "No" if you are not the software vendor

Section III–Telecommunications Options

1. **What information should be put in this section?**
   - Select the Network Service Vendor (NSV) from the drop down list that you will be using for connecting to CEDI for sending and receiving files.
   - A list of the approved NSVs and their contact information is available on the CEDI Web site under telecommunications: http://www.ngscedi.com/telecomm/teleindex.htm.

Section IV–Transactions

1. **What transaction types are available?**
   The following are the transaction options available to exchange with CEDI. Select the type of transactions you are planning to send and/or receive. Verify with your software that you will be able to send the specified file option.
   - Health Care Claim (837 v4010A1)
   - Health Care Payment/Advice (835 v4010A1)
   - Health Care Claim Status Request & Response PRODUCTION (276/277 v4010A1)
   - NCPDP (National Council for Prescription Drug Programs) 5.1 TEST
   - NCPDP 5.1 PRODUCTION

   - Health Care Claim TEST (837 v5010A1)
   - Health Care Payment/Advice TEST (835 v5010A1)
   - Health Care Claim Status Request & Response TEST (276/277 v5010A1)
   - NCPDP D.0 TEST

- Health Care Claim PRODUCTION (837 v5010A1)
- Health Care Payment/Advice PRODUCTION (835 v5010A1)
- Health Care Claim Status Request & Response PRODUCTION (276/277 v5010A1)
- NCPDP D.0 PRODUCTION

Note: Descriptions of the transactions are listed below.
You can locate approved software vendors for electronic transactions with CEDI on the Resource Materials page of the CEDI Web site at the following link:
http://www.ngscedi.com/outreach_materials/outreachindex.htm

2. **Which transactions should I select?**
There are three types of transaction options; 4010A1, 5010A1 TEST, and 5010A1 PRODUCTION.

- Select the v4010A1 transaction options if your software vendor has not passed testing for the change to 5010A1.
- Select the v5010A1 TEST transaction options if your software vendor needs you to send/receive test files for specific transactions.
- Select the v5010A1 PRODUCTION if your software vendor has passed testing and advised that you will be using this format.

The transaction options are listed below.

- Health Care Claim (837)
  Select this transaction if the Submitter is planning to send electronic health care claims to CEDI.
- Health Care Claim Status Request & Response (276/277)
  Select this transaction if the Submitter is planning to exchange electronic claim status inquiry/response transactions.
  - Verify the software product you will be using supports this transaction.
- Health Care Claim Payment/Advise (835)
  Select this transaction if the Submitter is planning to receive an Electronic Remittance Advise (ERA) instead of a standard paper remittance advice.
  - After 45 days from the initial setup of the Submitter ID for 835 ERA, any supplier who is setup to have remittance advices returned to that Submitter ID will no longer receive a standard paper remit.
  - A supplier setup for ERA under a Submitter ID where the Submitter has passed the initial 45 days will no longer receive the standard paper remit on the effective date of their setup for ERA.
- NCPDP
  Select this transaction if the Submitter is planning to submit NCPDP format claims to CEDI.

– Only retail pharmacies may submit claims in the NCPDP format; however, retail pharmacies may submit claims in the X12 837 format if they choose.

Verify with your software vendor what transactions and version types you need to select.

3. **What are the PTAN(s) boxes used for?**
   These boxes are for any additional NSC/PTAN numbers you wish to include in receiving the transactions indicated.

   PTAN numbers can be referred to as the following:
   - Provider number
   - Supplier number
   - National Supplier Clearinghouse (NSC) number
   - Durable medical equipment (DME) number
   - Medicare NSC number
   - Medicare DME number

4. **What are the Additional NPI Numbers boxes used for?**
   These boxes are used to indicate the corresponding NPIs for the PTANs entered in the NSC Numbers section.

5. **How does a submitter sign the electronic form where it says DME supplier signature and title?**
   Type in the name and title of the person authorized to sign the document on behalf of the submitter.

6. **How do I submit the form?**
   Once all required fields have been completed, the form must be submitted to the CEDI Enrollment Department for processing.
   - Verify all information has been entered correctly on the form.
   - Select “Submit”.
   - Print the submitted page.
   - Verify that the form has a **Request ID (RID)** on the printed copy of the form. This is the tracking number needed to verify status of the enrollment process.
   - Have the authorized person (entered in the Signature section) sign and date the form.
   - Fax all forms for the same request to the CEDI Enrollment Department at 315-442-4299 under the same cover sheet.
   - Be sure to fax **ALL** pages of this form. Missing pages will cause the enrollment forms to be returned.