

How to Avoid Common CEDI Enrollment Errors

Below is a list of the top ten common errors found when submitting CEDI enrollment forms. We have included information on how to avoid having your forms returned for these issues.

1. The supplier's PTAN/NSC number submitted on the form(s) is invalid
 - This is your DME PTAN assigned by the National Supplier Clearinghouse (NSC).
 - It is also referred to as a DME Supplier/Provider number.
 - It is ten digits in length.
 - If you are not sure what your PTAN is, please contact the NSC at 866-238-9652.
2. The entire two page hard copy of the EDI Enrollment Agreement was not received
 - When faxing enrollment forms, fax all pages that print out. Even if the page does not look important, CEDI must have all pages to process your request.

Note: The EDI Enrollment Agreement form usually prints as two pages but can sometimes be printed as three pages depending on the printer and the print setup. ALL pages of the EDI Enrollment Agreement must be faxed.
3. The supplier's name and address do not match the NSC database.
 - The form(s) must contain the supplier's name and address as it is enrolled with Medicare.
 - If you are not sure what is on file with Medicare, contact the NSC at 866-238-9652 to confirm the information.
 - The physical location address must be used on the form(s).
4. The signee is not authorized to sign on behalf of the supplier.
 - For questions about who is authorized to sign, contact the NSC at 866-238-9652.
5. The authorized signature and/or date is missing
 - All forms must be signed and dated.
 - The forms must be signed by the authorized person on file with the PTAN.
 - If you are not sure who is authorized to sign, contact the NSC at 866-238-9652 to verify the information.
6. The NPI and PTAN match has been terminated on the NPPES crosswalk.
 - Verify the supplier's information listed on the NPPES web site matches the information at the NSC.
 - If you have questions about these matches please contact NPPES at 800-465-3203 or the NSC at 866-238-9652.

Note: PECOS can also affect your crosswalk. PECOS is the system used by the NSC for DME suppliers to enroll in Medicare. Suppliers can log in to PECOS at

<https://pecos.cms.hhs.gov/pecos/login.do> and verify that their NPI is listed correctly. For assistance with PECOS, call 866-484-8049.

7. The NPI is not on the NPPES crosswalk.
 - Please visit the NPPES web site <https://nppes.cms.hhs.gov/NPPES/Welcome.do> to verify the supplier's information.
 - The NSC/PTAN number must be indicated under Issuer as the "MEDICARE NSC" on the NPPES web site under the Other Provider Identifier section.

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8. The hard copy fax was not received by CEDI Enrollment within ten days of submission of the online application.
 - Once the form(s) is submitted electronically, each form must be signed, dated, and faxed to CEDI.
 - All forms for the same request must be faxed in together.
 - The fax number is listed on the form.
9. The Trading Partner (Submitter) ID is missing or invalid
 - All DME Trading Partner IDs begin with an A08, B08, C08, or D08 followed by 6 numbers.
 - The Trading Partner/Submitter ID must be sent if you are adding information to an existing Trading Partner.
10. The Third Party Supplier Authorization Form is required
 - If you would like to send claims through a 3rd party biller or clearinghouse, you must complete the Third Party Supplier Authorization Form.
 - The form is located on the CEDI Web site, <http://www.ngscedi.com>, under EDI Enrollment.

To ensure that paperwork does not get returned, review it carefully before faxing it to the CEDI Enrollment department.

Please contact the CEDI Help Desk at ngs.cedihelpdesk@wellpoint.com or at 866-311-9184 for more information. Questions can also be sent to cedienrollment@wellpoint.com.