Common Electronic Data Interchange (CEDI) Recertification Form Instructional Guide

Beginning in 2011, the National Government Services, Inc. Common Electronic Data Interchange (CEDI) will begin requiring all CEDI Trading Partners to re-certify their user access on an annual basis. This initiative is to strengthen the security of our gateway and ensure that all Trading Partners accessing the CEDI gateway are valid. CEDI plans to begin implementation of this recertification process starting January 18, 2011.

Recertification will be the responsibility of the owner of the Trading Partner ID used to exchange electronic transactions with CEDI. The recertification will be staggered, allowing Trading Partners a timeframe to contact our CEDI Help Desk:

- January 2011 –A08 Trading Partner IDs
- February 2011 – D08 Trading Partner IDs
- March 2011 – C08 Trading Partner IDs
- April 2011 – B08 Trading Partner IDs

The timeframe is built to allow the approximately 13,000 CEDI Trading Partners the ability to migrate to this new process without hindering their business functionality or by overwhelming the CEDI Help Desk or Enrollment units.

This migration is scheduled to be completed by August 2011. CEDI Trading Partners who have not recertified will be made inactive sixty (60) days after the end of the migration.

Following are some helpful hints for this CEDI initiative.

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1. When should I be filling out this form?

- If your Trading Partner ID starts with A08, you will fill out and return the form in January 2011.
- If your Trading Partner ID starts with D08, you will fill out and return the form in February 2011.
- If your Trading Partner ID starts with C08, you will fill out and return the form in March 2011.
- If your Trading Partner ID starts with B08, you will fill out and return the form in April 2011.

2. What happens if I don't fill out and return the form?

- This migration is scheduled to be completed by August 2011. CEDI Trading Partners who have not recertified will be made inactive sixty (60) days after the end of the migration.

3. What is a Trading Partner ID?

- A Trading Partner ID is used to log into CEDI in order to exchange electronic transactions (837 claims, 835 ERA, 276/277 claims status and response, or NCPDP claims).
- This is also referred to as a Submitter ID.
- Valid Trading Partner 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 Trading Partner ID include:
- A08123456
- B08123456
- C08123456
- D08123456

4. What if I have more than one Trading Partner ID and they start with a different letter (for example, I have an A08 and a B08 ID)?

- If you have more than one Trading Partner ID that start with a different letter; example A08 and B08; you do not have to wait for the scheduled start time indicated above. You may complete the Recertification Form at the same time for all IDs.

5. What is the Trading Partner Name?

- This is the name for the entity that is sending the electronic transactions.

- Enter your Trading Partner name.

6. What information should I put in the Primary Address, City, State, and ZIP fields?

- This is the corporate business address or the physical location address of the Trading Partner.

7. Who should I put for the Primary Contact Name, Phone #, Fax #, and E-mail fields?

- The contact name is the name of the person CEDI will contact with any questions. This does not have to be the same as the person who is authorized to sign the form.
- The phone # and fax # need to be for the primary contact.
- The e-mail address should be for the primary contact and is used to send the confirmation once the recertification has been completed.

8. What should I select for Type of Trading Partner?

- Select "Supplier" if you are a supplier who exchanges your own DME transactions with CEDI.
- Select "Billing Service" if you are a 3rd party billing service that exchanges electronic transactions with CEDI on behalf of suppliers who have contracted with your company to perform their Medicare DME billing functions.
- Select "Clearinghouse" if you are a Clearinghouse that receives electronic transactions from and returns electronic transaction to suppliers who have contracted with your company.

9. Why do I have to list all the supplier's names and NPI/PTAN numbers linked to my Trading Partner ID?

- CEDI will need to verify the supplier's NPI/PTAN numbers are linked to the Trading Partner ID.
- If additional room is needed to list all supplier's names and NPI/PTANs linked to the Trading Partner ID, please attach a letter on company letterhead with the required information.

10. What are the Supplier NPI and Supplier NSC/PTAN?

- The NPI is the National Provider Identifier.
  - The NPI is a ten digit number.
  - The NPI is used as the billing provider NPI for DME claims.

- The NSC/PTAN is the unique Medicare supplier number assigned by the National Supplier Clearinghouse.
  - The NSC/PTAN is a ten digit number assigned by the National Supplier Clearinghouse (NSC)

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

11. Who can sign for the authorized Trading Partner ID Signature?

- This is the person that owns the Trading Partner ID or the person who represents the entity to which the Trading Partner ID has been assigned.
- This does not have to match the Primary Contact name.

12. How do I submit the form?

- Verify all information has been entered correctly on the form.
- Fax all pages to the CEDI Help Desk at 317-595-4999 with a cover sheet, or e-mail the form to the CEDI Help Desk at ngs.cedihelpdesk@wellpoint.com.
- Please indicate how many pages are being faxed if you are attaching a letter with additional information.
- Retain a copy for your records.
- A confirmation email will be sent to the email address listed on the form. If you do not receive an email, please check your bulk or spam folder.