

Common Electronic Data Interchange Enrollment Agreement Frequently Asked Questions

1. What is the purpose of the Electronic Data Interchange (EDI) Enrollment Agreement?

The EDI Enrollment Agreement is a required document by the Centers for Medicare & Medicaid Services (CMS) that allows a provider/supplier to exchange electronic transactions with the Medicare contractor (common electronic data interchange [CEDI]). This form is effective as long as the provider/supplier is exchanging Medicare claims with the Medicare contractor. This form is used for the following:

- Enroll **new** providers/suppliers for Medicare electronic transactions with CEDI
- Providers/suppliers to add a new Provider Transaction Access Number (PTAN), National Supplier Clearinghouse (NSC), or National Provider Identifier (NPI) number to an existing submitter ID that is owned by the provider/supplier

2. What is the Medicare supplier name?

- The entity name as it is on file for the PTAN with the NSC. Contact NSC to verify this information at (866) 238-9652.
- The EDI Enrollment Agreement must contain the name as it is enrolled with the NSC. Forms will be rejected containing any other name.

3. What information goes in the Contact Name, Address, City, State, ZIP code, E-mail, and Phone fields?

- This is the corporate business address or the physical locations address of the supplier/provider.
- The contact name is the name of the person CEDI will contact with questions and/or confirmation for the EDI Enrollment Agreement.

4. What information goes in the for Submitter Status field?

- Select **New Submitter** when requesting a new submitter to transmit claims directly to CEDI.
Note: The Submitter Action Request Form is required to complete this request.
- Select **Existing Submitter** when joining a new provider/supplier to an existing submitter ID.
Note: The Supplier Authorization Form is required when using a billing service, clearinghouse, or third party biller.

5. What is the submitter ID?

- A submitter ID is what is used to log into CEDI with in order to exchange electronic transactions (e.g., 837 claims, 835 electronic remittance advice [ERA], National Council of Prescription Drug Programs [NCPDP], or 276/277 claims status and response).
- 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.
- Leave blank if requesting new submitter ID.

Examples of a submitter ID include the following:

- A08123456
- B08123456
- C08123456
- D08123456

6. What is the submitter name?

This is the name for the entity that will be performing electronic transactions if you use a clearinghouse, billing service, or third party biller. Contact the clearinghouse, billing service, or third party biller for this information.

Note: If the owner of the submitter ID does not remember the name enrolled, the submitter may send in the Submitter Action Request Form to update the name.

7. What should be selected for Submitter Type?

- Select **Clearinghouse** if a clearinghouse is used to submit durable medical equipment (DME) claims
- Select **Billing Service** if a billing service is used to submit DME claims
- Select **Third Party Biller** if a third party biller is used to submit DME claims
- Select **Self Biller** if the submitter owns the submitter ID and is submitting DME claims with their own submitter ID

8. What is the difference between a clearinghouse, billing service, and third party biller?

Clearinghouse–The provider/supplier prepares their claims and sends them to a clearinghouse. The clearinghouse then sends the claims to CEDI.

Billing Service–The provider/supplier sends their claims to the billing service for them to prepare. Once the claims are prepared the billing service then sends the claims to CEDI.

Third Party Biller–The provider/supplier prepares the claims and sends them to a third party biller. The third party biller sends the claims to a clearinghouse, that then send the claims to CEDI.

9. What is supplier number/PTAN?

- Ten-digit number
- New billing services may enter “N/A” if they do not have established clients

PTAN numbers can be referred to as the following:

- Provider number
- Supplier number
- NSC number
- DME number
- Medicare NSC number
- Medicare DME number

10. What is the NPI Number?

- Ten-digit number that starts with the number one. To apply for an NPI, you must contact the National Plan and Provider Enumeration System (NPPES) at 1-800-465-3203 or visit them online at <https://nppes.cms.hhs.gov>.
- New billing services may enter “N/A” if they do not have established clients

11. How does a submitter sign the electronic form where it says “DME supplier signature and title”?

- Type in the name of the person authorized to sign the document on behalf of the supplier/provider.
- Type in the title of the person authorized to sign the forms.
- Hit the **Submit** key.
- Once the forms have been signed and submitted online, there will be a prompt to print the forms.
- When the forms have been printed, there will be a space for the authorized person to sign and date the form.
- Fax the forms to the CEDI Enrollment Department at (315) 442-4299.