National Government Services
A CMS Contracted Agent

Medicare

Common Electronic Data Interchange Submitter Action Request Form

Frequently Asked Questions

1. What is the purpose of the Submitter Action Request Form?

   This form is used to apply for a **new** Trading Partner/Submitter ID or to make changes to an existing Trading Partner/Submitter ID. This ID is used to transmit to and/or receive electronic transactions from the Common Electronic Data Interchange (CEDI).

Section I

1. What is the submitter name?

   This is the name for the entity that will exchange electronic transactions with CEDI.

   Note: If the owner of the Trading Partner/Submitter ID does not remember the name used to request the ID, the Trading Partner/Submitter may send 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 fields?

   This is the physical location/business address and contact information where the Trading Partner/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 Trading Partner/Submitter ID.

   - A new supplier enrolling to send claims directly to CEDI
   - A new third-party biller (billing service or clearinghouse) enrolling to get their own Trading Partner/Submitter ID to send claims on behalf of suppliers
   - Set up initial software telecommunication options
   - Set up initial transactions options

   Select **Existing Submitter** when updating the information for an existing Trading Partner/Submitter ID, such as:

   - Adding a National Provider Identifier (NPI) and/or Provider Transaction Access Number (PTAN) to an existing Trading Partner/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

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Select **Change Submitter** when changing information for an existing Trading Partner/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.

- 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 800-465-3203 or visit them online at https://nppes.cms.hhs.gov
- New third-party trading partners (billing services and clearinghouses) may enter "N/A" if they do not have established clients

5. What is the Trading Partner/Submitter ID?

A Trading Partner/Submitter ID is assigned by CEDI and is used to log in and exchange electronic transactions (e.g., 837 claims, 835 ERAs, 276/277 claims status and responses, or NCPDP claims) with CEDI.

Leave this field blank if you are requesting a new Trading Partner/Submitter ID.

Valid Trading Partner/Submitter IDs will only start with the letters A, B, C, or D followed by the numbers "08" and then six additional numbers.

Examples of a valid Trading Partner/Submitter ID format include:

- A08123456
- B08123456
- C08123456
- D08123456

6. What is the supplier number/PTAN?

This is the unique supplier number assigned by the National Supplier Clearinghouse.

- Ten-digit number
- 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
- 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 goes in this section?

This is the software vendor contact information for the software product you plan to use for electronic claim submission to 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/CEDIPassedVendorListforWebsite.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 who 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:
www.ngscedi.com/outreach_materials/CEDIPassedVendorListforWebsite.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 suppliers.
- 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?

   Contact your software vendor for this information.
   - For the PC-ACE Pro32 software, select **Add** and **ASYNC: Z-Modem Protocol** options.

2. When are the options for "Add" or "Change" selected?

   - Select **Add** for **new** Trading Partner/Submitter ID requests to set up telecommunications options for the software.
   - Select **Change** to change telecommunications options for the software for an existing Trading Partner/Submitter ID.

Section IV–Transactions

Following are the transaction options available to exchange with CEDI. Select the type of transactions you are planning to send and/or receive.

- Health Care Claim (837 V4010A1)
- Health Care Payment/Advice (835 V4010A1)
- Health Care Claim Status Request & Response (276/277 V4010A1)
- NCPDP (National Council for Prescription Drug Programs) Claims

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/CEDIPassedVendorListforWebsite.pdf

1. Health Care Claim (837 V4010A1)

   Select this transaction if the Trading Partner/Submitter is planning to send electronic health care claims in the X12 837 format to CEDI.

2. Health Care Claim Payment/Advice (835 V4010A1)

   Select this transaction if the Trading Partner/Submitter is planning to receive an Electronic Remittance Advise (ERA) instead of standard paper remittance advice.
   - After 45 days from the initial setup of the Trading Partner/Submitter ID for 835 ERA, any supplier who is set up to have remittance advices returned to that Trading Partner/Submitter ID will no longer receive a standard paper remit.

- A supplier setup for ERA under a Trading Partner/Submitter ID where the Trading Partner/Submitter has passed the initial 45 days will no longer receive the standard paper remit on the effective date of their setup for ERA.

3. Health Care Claim Status Request and Response (276/277 V4010A1)

Select this transaction if the Trading Partner/Submitter is planning to exchange electronic claim status inquiry/response transactions.

- There are few software programs that support this transaction. Check the Approved Entities List located on the **Resource Materials** page of the CEDI Web site www.ngscedi.com to check if your software supports this transaction or contact your software vendor for more information.

4. NCPDP

Select this transaction if the Trading Partner/Submitter is planning to submit NCPDP 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.

Signature

Type in the name and title of the person authorized to sign the document on behalf of the submitter.

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.
- Have the authorized person (entered in the Signature section) sign and date the form.
- Fax the forms to the CEDI Enrollment Department at 315-442-4299.