

Common Electronic Data Interchange Supplier Authorization Form Frequently Asked Questions

1. What is the purpose of the Durable Medical Equipment (DME) Supplier Authorization Form?

- Link a provider/supplier to a clearinghouse, third party biller, or billing service
- Add additional electronic transactions for a supplier/provider already using a clearinghouse, third party biller, or billing service

2. In the section called “Select Transactions Authorized for this Submitter”, what options should be selected and what do the options mean?

A definition to all electronic transactions can be found on the common electronic data interchange (CEDI) Web site at www.ngscedi.com/TechnicalSpec/techindex.htm.

ASC X12 837 Claim V4010A1

Select this transaction if the supplier is authorizing the clearinghouse, third party biller, or billing service to send electronic health care claims to CEDI on the supplier behalf.

ASC X12 276/277 Claim Status & Response V4010A1

Select this transaction if the supplier is authorizing the clearinghouse, third party biller, or billing service to perform electronic claim status inquiry (CSI)/patient eligibility on the supplier’s behalf—there are few software programs that support this. Check the Approved Entities List PDF located on the **Resource Materials** portion of our Web site for software that supports this feature. It is listed in the column **A1 Claim Status (276/277)**.

ASC X12 835 Remittance V4010A1

Select this transaction if the supplier/provider is authorizing the clearinghouse, third party biller, or billing service to receive electronic remittance advice (ERA) instead of standard paper remittance advice on the supplier’s behalf. Providers/suppliers signing up for ERA will continue to receive standard paper remittances for 45 days. After which the ERA will be the only remittance advice delivered.

NCPDP (National Council of Prescription Drug Programs) Claims

Select this transaction if the supplier/provider is authorizing the clearinghouse, third party biller, or billing service to send NCPDP claims to CEDI. Each retail pharmacy that transmits retail drug claims electronically must use the NCPDP.

Note: To locate approved software vendors for electronic transactions with CEDI on the **Resource Materials** page of our Web site at www.ngscedi.com/outreach_materials/CEDIPassedVendorListforWebsite.pdf.

3. What information goes in the Submitter and/or Receiver Information section?

This is the clearinghouse, third party biller, or billing service's information in this section. Contact your clearinghouse, third party biller, or billing service for this information.

4. What information goes in the Entity Name/Submitter ID fields?

Contact your clearinghouse, third party biller, or billing service for this information.

Examples of a submitter ID include the following:

- A08123456
- B08123456
- C08123456
- D08123456

5. What information goes in the Street, City, State, ZIP code, Contact Name, Phone Number, E-mail, and Verify E-mail fields under the Submitter Information section?

Contact your clearinghouse, third party biller, or billing service for this information.

6. What goes in the Supplier Name field?

This is the entity name as it appears on file for your Provider Transfer Access Number (PTAN)/National Supplier Clearinghouse (NSC) number with the NSC. Contact the NSC to verify this information at (866) 238-9652.

7. What information goes in the Street, City, State, ZIP code, Contact Name, Phone Number, E-mail, and Verify E-mail fields under the DME Supplier Information section?

This is the physical location/business address and contact information where the submitter will be contacted upon processing of your request.

8. 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

9. 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>

10. How do I 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.