

**CEDI Enrollment Check List For New Suppliers:** You just received your NPI and PTAN and would like to send Medicare Durable Medical Equipment (DME) claims electronically. Below are some steps to assist you in getting ready.

CEDI website <https://www.ngscedi.com>

Steps	Direct Biller or Direct Claim Entry	Billing Service or Clearinghouse
<p><b>Step 1 –</b> Decide if you will be sending electronic claims directly to Medicare or through a billing service or clearinghouse.</p>	<p>You will be sending claims directly to Medicare.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Choose a software vendor to submit DME claims electronically. <ul style="list-style-type: none"> <li>○ The CMS free software, PC-ACE, available to download from the CEDI website.</li> <li>○ An approved software vendor. The <a href="#">5010/D.0 Approved Entities List</a> is available on the CEDI website. Review the <a href="#">General Questions You Should Ask Before Choosing a Software Vendor</a> on the CEDI website.</li> <li>○ The free CEDI Claims Portal for direct claim entry via the CEDI website.</li> </ul> </li> </ul>	<p>You will be using another company to send your claims for you.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The <a href="#">5010/D.0 Approved Entities List</a> available on the CEDI website provides the billing services and clearinghouses who are approved to exchange transactions with CEDI.</li> <li><input type="checkbox"/> Review the <a href="#">General Questions You Should Ask Before Choosing a Software Vendor</a> on the CEDI website.</li> <li><input type="checkbox"/> Obtain the billing service or clearinghouse’s Trading Partner ID.</li> </ul>
<p><b>Step 2 –</b> Decide if a Network Service Vendor (NSV) is needed to exchange transactions with CEDI.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> You will need an NSV if you will use the PC-ACE software or another approved software vendor. NSVs who provide connection to the CEDI Gateway are listed on the CEDI website under <a href="#">Telecommunications</a>. You may want to check with your software vendor to see if they recommend a particular NSV.</li> <li><input type="checkbox"/> If you will be using the CEDI Claims Portal, an NSV is not required.</li> </ul>	<p><b>NOTE:</b> You will <b>not</b> select an NSV if you have decided to use a billing service or clearinghouse.</p>
<p><b>Step 3 –</b> Verify the transaction options you will select. Complete the CEDI enrollment packet.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review <a href="#">Transaction Options</a> under CEDI Enrollment to verify the transaction option(s) you need to select.</li> <li><input type="checkbox"/> Verify the NPI(s) and PTAN(s) you will submit on the enrollment packet are on the DME crosswalk.</li> <li><input type="checkbox"/> Complete the enrollment packet and select one of the following: <ul style="list-style-type: none"> <li>○ “I am a Supplier” then select “I want to obtain, update or reactivate a Trading Partner ID” to use the PC-ACE software or another approved software vendor.</li> <li>○ “I am a Direct Claim Entry User” to use the CEDI Claims Portal.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review <a href="#">Transaction Options</a> under CEDI Enrollment to verify the transaction(s) you need to select.</li> <li><input type="checkbox"/> Verify the NPI(s) and PTAN(s) you will submit on the enrollment packet are on the DME crosswalk.</li> <li><input type="checkbox"/> Complete the enrollment packet and select “I am a Supplier” then select “I want to allow a Billing Service/Clearinghouse to submit claims on my behalf”.</li> </ul>

**IMPORTANT:** To stay informed of all CEDI updates, visit the CEDI website and sign up for the CEDI Listserv. For questions, contact the CEDI Help Desk at [ngs.cedihelpdesk@anthem.com](mailto:ngs.cedihelpdesk@anthem.com) or at 866-311-9184.