



CEDI Enrollment Checklist For New Suppliers

You just received your Medicare Durable Medical Equipment (DME) NPI and PTAN and would like to send claims electronically. Below is a guide to assist you in getting ready.

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

Decide How You Want to Send Your Claims

Options

1. CEDI Claims Portal

This option will allow suppliers to exchange transactions using a web based system without a Network Service Vendor.

Select one of the following methods.

- Direct Data Entry

This option allows users to enter claims directly into the CEDI Claims Portal's claim system and submit them one at a time without the need for external software or communications options and receive all related acknowledgement files.

- File Submission (includes Direct Data Entry)

This option allows users to upload an X12 837 5010 Professional file created in an external software to the CEDI Claims Portal and receive back all related acknowledgement files.

You will need to choose a Software Vendor to create the X12 837 5010 Professional claim file.

- The CMS free software, PC-ACE, available to download from the CEDI website.
- An approved software vendor from the [5010/D.0 Approved Entities List](#) available on the CEDI website.
- Review the [General Questions You Should Ask Before Choosing a Software Vendor](#) on the CEDI website.

Review [Transaction Options](#) under CEDI Enrollment to verify the transaction option(s) you need to select.

Verify the NPI(s) and PTAN(s) you will submit on the enrollment packet are on the DME crosswalk.

Complete enrollment forms

- Select "I am a CEDI Claims Portal User"

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2. Direct Billing Using a Network Service Vendor (NSV)

This option will allow suppliers to exchange transactions direct with CEDI through the CEDI Gateway.

- Choose a Software Vendor to create the X12 837 5010 Professional claim file.
 - The CMS free software, PC-ACE, available to download from the CEDI website.
 - An approved software vendor from the [5010/D.0 Approved Entities List](#) available on the CEDI website.
 - Review the [General Questions You Should Ask Before Choosing a Software Vendor](#) on the CEDI website.
- You will need an NSV to provide connection to the CEDI Gateway. An approved list is available on the CEDI website under [Telecommunications](#). You may want to check with your software vendor to see if they recommend a particular NSV.
- Review [Transaction Options](#) under CEDI Enrollment to verify the transaction option(s) you need to select.
- Verify the NPI(s) and PTAN(s) you will submit on the enrollment packet are on the DME crosswalk.
- Complete enrollment forms
 - Select “I am a Supplier”
 - Then select “I want to obtain, update or reactivate a Trading Partner ID” to become a direct biller.

3. Using a Billing Service or Clearinghouse

This option will allow another company to send claims on behalf of the supplier.

- Choose the Billing Service or Clearinghouse you plan to use. The [5010/D.0 Approved Entities List](#) is available on the CEDI website and provides a list of the billing services and clearinghouses who are approved to exchange transactions with CEDI.
 - Review the [General Questions You Should Ask Before Choosing a Software Vendor](#) on the CEDI website.
- Obtain the billing service or clearinghouse’s Trading Partner ID.
- Review [Transaction Options](#) under CEDI Enrollment to verify the transaction option(s) you need to select.
- Verify the NPI(s) and PTAN(s) you will submit on the enrollment packet are on the DME crosswalk.
- Complete enrollment forms



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- Select "I am a Supplier"
- Then select "I want to allow a Billing Service/Clearinghouse to submit claims on my behalf".

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 or at 866-311-9184.