

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

CEDI Web site <https://www.ngscedi.com>

<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><b>Direct Biller or Direct Claim Entry:</b> You will be sending claims directly to Medicare. Choose a software vendor to submit DME claims electronically.</p> <ul style="list-style-type: none"> <li>○ The CMS free software, PC-ACE, available to download from the CEDI Web site.</li> <li>○ An approved software vendor. The <a href="#">5010/D.0 Approved Entities List</a> is available on the CEDI Web site. Review the <a href="#">General Questions You Should Ask Before Choosing a Software Vendor</a> on the CEDI Web site.</li> <li>○ The free CEDI Claims Portal for direct claim entry via the CEDI Web site.</li> </ul>	<p><b>Billing Service or Clearinghouse:</b> You will be using another company to send your claims for you. The <a href="#">5010/D.0 Approved Entities List</a> available on the CEDI Web site provides the billing services and clearinghouses who are approved to exchange transactions with CEDI. Review the <a href="#">General Questions You Should Ask Before Choosing a Software Vendor</a> on the CEDI Web site.</p> <ul style="list-style-type: none"> <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>	<p>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 Web site under <a href="#">Telecommunications</a>. You may want to check with your software vendor to see if they recommend a particular NSV. If you will be using the CEDI Claims Portal, an NSV is not required.</p>	<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>	<p>Review <a href="#">Transaction Options</a> 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 the enrollment packet and select one of the following methods:</p> <ul style="list-style-type: none"> <li>○ Direct Biller to use the PC-ACE software or another approved software vendor.</li> <li>○ Direct Claim Entry to use the CEDI Claims Portal.</li> </ul>	<p>Review <a href="#">Transaction Options</a> under CEDI Enrollment to verify the transaction(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 the enrollment packet and select Billing Service or Clearinghouse for your method.</p>

**IMPORTANT:** To stay informed of all CEDI updates, visit the CEDI Web site 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.