



CEDI Trading Partner Recertification/Decertification Form Instructional Guide

National Government Services, Inc. Common Electronic Data Interchange (CEDI) requires all CEDI Trading Partners and CEDI Claims Portal (CCP) Users recertify their user access on an annual basis to strengthen the security of our CEDI gateway.

- Recertification is the responsibility of the **owner** of the Trading Partner ID and CCP User exchanging electronic transactions with CEDI.
- Suppliers using a billing service or clearinghouse and who do not have a Trading Partner ID of their own will not complete the Recertification Form.
- If you are not sure if you need to complete the CEDI Trading Partner Recertification Form, please contact your billing service/clearinghouse for clarification on your setup.
- Those using the CCP will need to recertify their Trading Partner ID and each individual with a CCP User ID will need to complete a CCP User Recertification Form.

Recertification begins on July 1 and concludes on December 31 of the same year. CEDI Trading Partners and CCP Users who have not recertified by December 31 will be suspended the first week of January.

If your Trading Partner ID will no longer be used, complete the CEDI Trading Partner Recertification Form and select Decertify. This will deactivate the ID and confirms it will no longer be used.

CEDI Trading Partners will fill out the CEDI Trading Partner Recertification Form online.

Following are some helpful instructions for completing the CEDI Trading Partner Recertification Form.

Table of Contents

I want to	2
Recertify.....	2
Decertify	2
Trading Partner Information	2
Trading Partner ID	3
I have more than one Trading Partner ID	3
NPI/PTAN Information	3
Provider Name	3
NPI	3
PTAN	4
Primary Contact Information	4
Primary Contact First and Last Name.....	4
Primary Contact Phone Number and Email.....	4
Trading Partner Information	4
Type of Trading Partner.....	4



Common Electronic Data Interchange

CEDI Trading Partner Recertification/Decertification Form Instructional Guide

- Authorized Contacts..... 5
 - Primary Contact Information 5
 - Additional Authorized Contacts 5
- CEDI Listserv Information 6
 - Join..... 6
- Terms and Conditions 6
 - Terms and Conditions checkbox..... 7
 - Signature 7
- Submitting the Form 7
- Check the status of the form 7
- Recertifying my CEDI Claims Portal User ID associated with my Trading Partner ID 7

I want to

I want to ...

Recertify
Recertify your Trading Partner ID.

Decertify
Decertifying your Trading Partner ID confirms this ID is no longer used. New Enrollment form would be required to re-establish this ID.

[Next](#)

Recertify

Select to Recertify your Trading Partner ID.

Decertify

Select to Decertify your Trading Partner ID. This will deactivate the ID and confirms it will no longer be used. Once deactivated, enrollment would be required to re-establish the ID.

Trading Partner Information

Trading Partner Information

Trading Partner ID*

ⓘ Complete all fields marked with *

Trading Partner ID

A Trading Partner ID is used to log into the CEDI Gateway in order to exchange batch electronic transactions (837 claims, 835 ERA, 276/277 claims status and response, and/or NCPDP claims). This is also referred to as a Submitter ID.

Valid Trading Partner IDs start with only the letter A, B, C or D, followed by the numbers “08” and then six more numbers. Examples of a Trading Partner ID include:

- A08123456
- B08123456
- C08123456
- D08123456

I have more than one Trading Partner ID

If you have more than one Trading Partner ID, you must complete a Recertification Form for each ID.

NPI/PTAN Information

NPI/PTAN Information

Provide only one NPI and PTAN linked to the Trading Partner ID. CEDI will only require one NPI and PTAN number even though your Trading Partner ID may be linked to several for claim submission.

You **do not** need to complete a form for each NPI and PTAN number.

! Complete all fields marked with *

Provider Name

Enter a Billing Provider’s Name for an NPI and PTAN linked to your Trading Partner ID. CEDI uses the NPI/PTAN Information as part of the verification when processing the Recertification Form. If more than one NPI and PTAN is linked to your Trading Partner ID, only one is needed on your form.

NPI

The NPI is the National Provider Identifier and is a ten digit number. The NPI is used as the billing provider identifier for DME claims.



CEDI Trading Partner Recertification/Decertification Form Instructional Guide

PTAN

The PTAN is the 10 digit Medicare DME supplier identifier assigned by the NPEAST or NPWEST and typically ends with 0001, 0002, 0003.

Primary Contact Information

Primary Contact Information	
First Name*	Last Name*
Phone Number*	Extension
Email*	Verify Email*

ⓘ Complete all fields marked with *

Primary Contact First and Last Name

The primary contact is the person responsible for the Trading Partner ID and should have all questions directed to them regarding the ID or Recertification Form.

Primary Contact Phone Number and Email

The phone number and email should be for the primary contact. CEDI will send the confirmation email to the primary contact's email once it is processed. The contact information provided is also used if there are questions regarding your form.

If this changes, you will need to complete a new CEDI Trading Partner Recertification Form to update this information. It is important to always keep an accurate email and phone number on file with CEDI for your Trading Partner ID.

Trading Partner Information

The Trading Partner Information will be auto-populated with information currently on file with CEDI for your Trading Partner ID. Please confirm the information is accurate or update with your current information if needed. If any information provided on your recertification form changes, you will need to complete a new CEDI Trading Partner Recertification Form to update this information.

Type of Trading Partner

Type of Trading Partner* Direct Billing
--

This field will be auto-populated with your current type on file.



CEDI Trading Partner Recertification/Decertification Form Instructional Guide

- Select “Direct Billing” if you are a supplier who exchanges your own DME transactions with CEDI.
- Select “Billing Service” if you are a 3rd party billing service exchanging electronic transactions with CEDI on behalf of providers who have contracted with your company to perform their Medicare DME billing functions.
- Select “Clearinghouse” if you are a Clearinghouse receiving electronic transactions from and returning electronic transactions to providers who have contracted with your company.

Authorized Contacts

Authorized Contacts

Provide a list of individual(s) who will be responsible for all CEDI related activities under the Trading Partner ID listed above. The CEDI Help Desk will only reset the Trading Partners password when requested by these individuals. No third-party contact information (software vendor, billing service, etc.) may be listed as an authorized contact due to CMS' security policy on sharing/loaning Medicare assigned IDs and passwords.

NOTE: If your Trading Partner ID has established users for the CEDI Claims Portal, please be sure to list all current CEDI Claims Portal users as authorized contacts. These individuals will also be notified to re-certify their CEDI Claims Portal User access.

Any contacts currently on file with CEDI who are not on the list below will be removed from CEDI's records. After this form is submitted, any changes to the individuals listed below must be communicated to CEDI by completing a new Recertification form.

Primary Contact Information

The primary contact will auto-populate with the previously entered Primary Contact information. If you need to edit or change information related to the primary contact, you will need to use the “Back” button to edit the information. The primary contact is the person responsible for the Trading Partner ID and should have all questions directed to them regarding the ID or Recertification Form.

Additional Authorized Contacts

Up to nine (9) additional contacts can be listed as authorized contacts for the Trading Partner ID. Any contacts currently on file with CEDI who are not listed on the CEDI Trading Partner Recertification Form will be removed from CEDI's records. If the contacts change, please complete a new CEDI Trading Partner Recertification Form as soon as possible.

Authorized contacts should include the following:

Individuals who will be authorized to change/reset the password or may need access to restricted information about the Trading Partner ID

Individuals who have a CEDI Claims Portal User ID related to the Trading Partner ID

These individuals will also be notified to complete a CEDI Claims Portal User Recertification form.

Owner of the Trading Partner ID



NOTE: Software vendor, billing service, and clearinghouse contacts **cannot** be listed as authorized contacts for a supplier's Trading Partner ID.

Additional Authorized Contacts (Maximum of 9)

If a contact is not provided on the 2023 CEDI Trading Partner Recertification form, they will not be authorized to contact CEDI for a password reset related to this Trading Partner ID.

<input type="text" value="First Name*"/>	<input type="text" value="Last Name*"/>
<input type="text" value="Phone Number*"/>	<input type="text" value="Extension"/>
<input type="text" value="Email*"/>	<input type="text" value="Verify Email*"/>

After you complete all the fields, select “Add” to save the contact to your Recertification Form.

First Name	Last Name	Telephone Number	Email	Edit	Remove
					

Contacts added to the Recertification Form will appear in a table. Once a contact is added, you can use the red trash can icon to remove the contact or the blue pencil icon to edit the contact if updates are needed.

CEDI Listserv Information

CEDI Listserv Information

The CEDI listserv will help you to stay informed of updates and important News articles related to electronic DME claim billing.

If you would like to sign up for the CEDI Listserv, click [Join](#).

Join

The CEDI Listserv will help you to stay informed of updates and important news articles related to electronic transactions conducted through CEDI.

NOTE: This section will not display on your form if you are decertifying your Trading Partner ID.

Terms and Conditions

I agree to the terms and conditions above.*

You must accept the [Terms and Conditions](#)



CEDI Trading Partner Recertification/Decertification Form Instructional Guide

Terms and Conditions checkbox

Read all of the Terms and Conditions then check the box to agree.

Signature

This is the person who owns the Trading Partner ID or the person who represents the entity to which the Trading Partner ID has been assigned. This does not have to match the Primary Contact name but should be included in the authorized contacts list.

Submitting the Form

Verify all information has been entered correctly on the form and select "Submit". A confirmation will be sent to the Primary Contact's email provided on the Recertification Form. If you do not receive an email, please check your junk or spam folder.

Check the status of the form

CEDI provides an online self-service status tool to check the status of your submitted Recertification Forms. The tool is available on the CEDI Web site <https://www.ngscedi.com>. Under the Self-Service Tools section, select Recertification Status Check Tool. You will need the e-mail entered on the Recertification Form and either the Trading Partner ID or Request ID (RID) assigned to the form when it was submitted.

Recertifying my CEDI Claims Portal User ID associated with my Trading Partner ID

Once your Trading Partner Recertification Form has been approved, an email will be sent to each CCP User associated with your Trading Partner ID containing a link to the CCP User Recertification Form. The CCP User Recertification Form must be completed by the individual who owns the CCP Username and submitted online.