



## **Overview**

This Guide provides information for using the CEDI Claims Portal (CCP) for File Submission – a web-based option for Medicare Durable Medical Equipment (DME) suppliers to submit HIPAA compliant X12 837P claim files and download the X12 835 electronic remittance advice (ERA) without the use of a Network Service Vendor (NSV).

Each CCP user must enroll and be assigned a unique User ID for submitting claims and/or receiving ERA. Enrollment forms are located on the CEDI Web site [www.ngscedi.com](http://www.ngscedi.com) under Enrollment.

NOTE: The X12 835 ERA provided through the CCP will require software to translate, read, and print the file. CMS offers the free Medicare Remit Easy Print program available for download through the link on the CEDI website at [www.ngscedi.com/mrep](http://www.ngscedi.com/mrep).

If you have additional questions or need assistance with CEDI Claims Portal, please contact the CEDI Help Desk at [ngs.cedihelpdesk@anthem.com](mailto:ngs.cedihelpdesk@anthem.com) or at 866-311-9184.

## **Menu Options**



**File Status And Reports**  
File Submission



**Professional Claims**  
DDE

The File Submission module is used to upload X12 837P 5010A1 formatted claim files created with an approved software. (Enrollment is required to use this module. If not enrolled, submitted files will be rejected.)

The Professional Claims DDE module is used to manually enter and submit claims and resolve errors on submitted claims. For more information on the Professional Claims DDE module, refer to our CEDI Claims Portal DDE User Guide.

The File Status and Reports module is used for viewing the TRN and X12 acknowledgment reports related to your claim submissions. This option will also allow you to download your electronic remittance advice (ERA) if you have completed enrollment to receive your ERA through the CEDI Claims Portal (CCP).



## File Submission

Selecting the File Submission menu option takes you to the File Upload page. From this page, you will choose a file stored on your system to be uploaded through our CEDI Claims Portal.

### File Upload

**File Selection**

No file chosen

Click **Choose Files**.

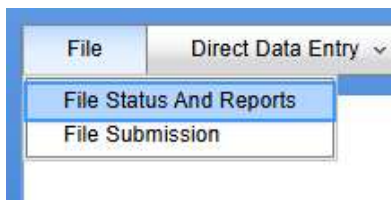
Browse for the X12 837P 5010A1 formatted file you will upload. Once the file is selected, the file name will appear next to the Choose Files button.

Click **Upload**. The message "File upload successful" will be displayed if the file is successfully uploaded.

File upload successful

**NOTE: Only one file should be selected at a time for upload. If multiple files are selected and uploaded together, only the first file will be received and processed. There will be no acknowledgements returned for the second or subsequent files.**

Click **File** at the top of the screen.



Select **File Status And Reports** for the TRN and X12 acknowledgement files related to the uploaded X12 837P file.

For more information about the acknowledgement files, review the File Status and Reports Instructions document located on the CEDI Website under Self-Service Tools on the CEDI Claims Portal page.