Table of Contents

Completing the DME 3rd Party Enrollment Form 2
I want to… 2
Authorization 2
NPI 2
PTAN 3
Email 3
Alternate Email Address 3
Authorized Signature 4
3rd Party Entity 4
Unique ID 4
Match Found 4
Provider Information 4
Effective Date 5
End Date 5
Removing an existing relationship between my NPI and a 3rd Party's Unique ID 6
Adding information to the Enrollment Form 6
Entries on this Attestation 6
Removing an entry that has been added 6
Submitting more than one NPI on the same form 6
Linking my NPI to more than one Unique ID on the same form 7
Submitting the Enrollment Form 7
Checking Status of your Submitted Enrollment Form 7
Submitting a Batch Enrollment Form 7
Unique ID 8
Step 1: Download File Template 8
Step 2: Upload File 8
Submit Later 9
Resume DME 3rd Party HETS Attestation 9

Completing the DME 3rd Party Enrollment Form

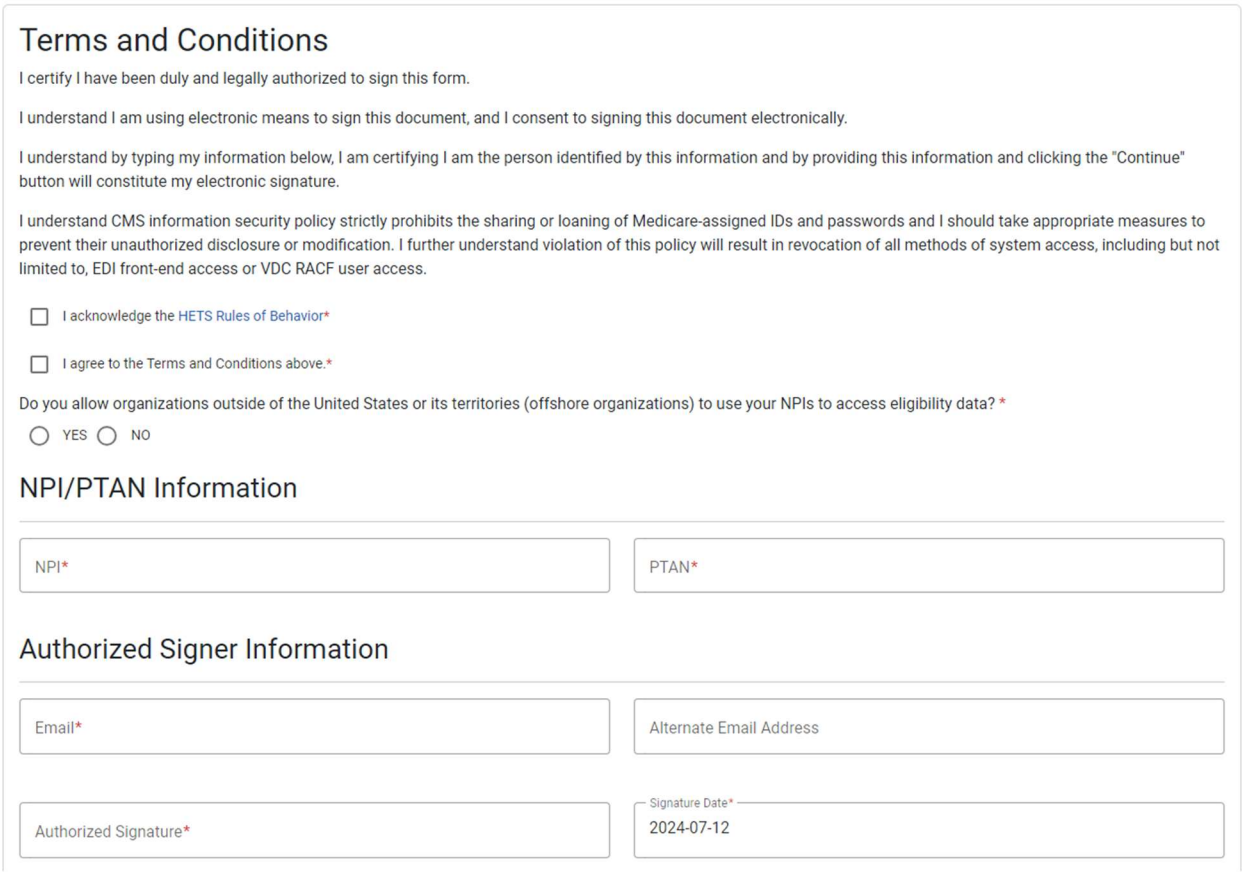
The HETS 3rd Party Enrollment Form allows Medicare Durable Medical Equipment (DME) suppliers to attest their relationship with a 3rd party entity to conduct the ANSI X12 270/271 Beneficiary Eligibility transaction on their behalf.

I want to…

Select "Start DME 3rd Party HETS Attestation" to start a new enrollment form or to update a previously submitted enrollment.

Select "Resume DME 3rd Party HETS Attestation" if you previously started a batch enrollment form and need to upload a file and submit the form.

Authorization



NPI

This is the National Provider Identifier (NPI) assigned by the National Plan and Provider Enumeration System (NPPES).

- The NPI is a ten (10) digit number.
- To apply for an NPI, you must contact the National Plan and Provider Enumeration System (NPPES) at 800-465-3203 or visit them online at https://nppes.cms.hhs.gov/NPPES/Welcome.do.

PTAN

This is the unique Medicare Durable Medical Equipment (DME) supplier number assigned by the National Provider Enumerator East (NPEAST) or National Provider Enumerator West (NPWEST).

- The PTAN is a ten (10) digit number
- It can be referred to as the following:
  - Supplier or Provider number
  - Durable Medical Equipment (DME) number

If you are unsure what this number is or need more information about receiving this number, please contact the NPEAST or NPWEST:

- For NPEAST, verify this information at 866-520-5193 or visit their Web site at https://www.novitas-solutions.com.

  States: Alabama, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin, District of Columbia, Puerto Rico, US Virgin Islands

- For NPWEST, verify this information at 866-238-9652 or visit their Web site at https://www.palmettogba.com.

  States: Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, Northern Mariana Islands

Email

The email address entered in this field will be used by CEDI to send communication regarding the Enrollment Form and annual recertification. Please be sure to use an e-mail address which is frequently checked.

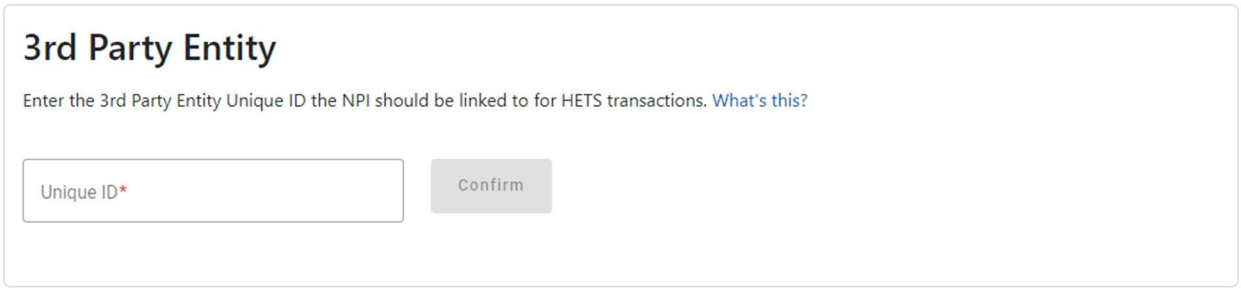
Alternate Email Address

The alternate email address entered in this field will be used by CEDI to send communication regarding the Enrollment Form and annual recertification. Please be sure to use an email address which is frequently checked.

Authorized Signature

The authorized signer on the Enrollment Form is the person who is authorized or delegated to sign on behalf of the supplier as they are enrolled in PECOS (Provider Enrollment, Chain and Ownership System). This person agrees to all terms and conditions on the form.

3rd Party Entity



Unique ID

The Unique ID is an ID assigned by HETS to a 3rd party. The 3rd party will provide you with the Unique ID to be entered on the Enrollment Form. If you are unsure what the Unique ID is, please contact your 3rd Party Entity to request the information.

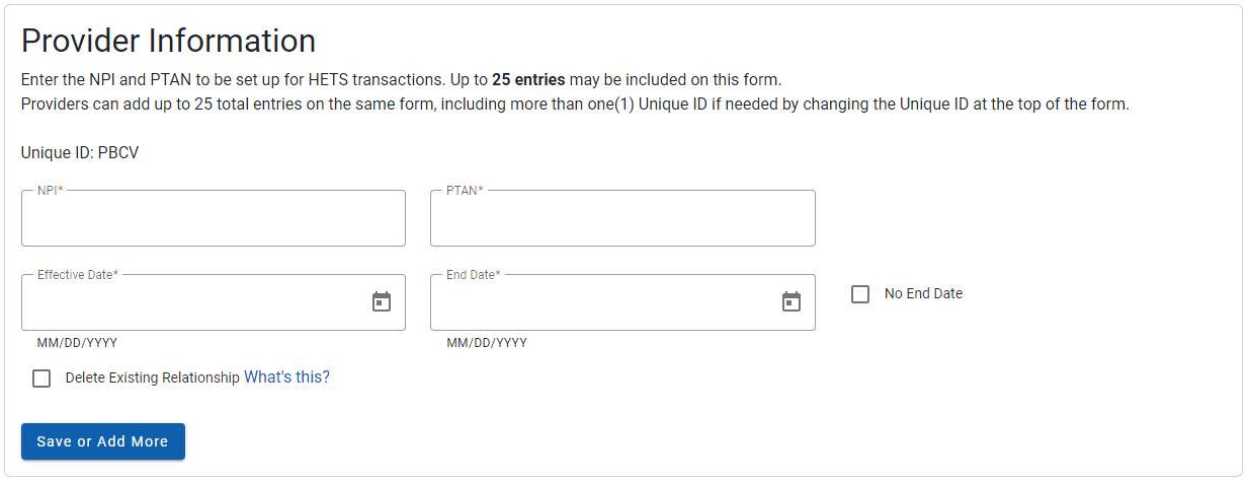
Select "Confirm" once you have entered the Unique ID.

Match Found

The supplier will need to check the 3rd Party Entity Name once it displays after entering a valid Unique ID. If the Unique ID is not found or the name does not match, please verify the ID with the 3rd Party Entity.

Provider Information

The NPI and PTAN initially entered under Terms and Conditions will automatically populate to the "Provider Information" section of the form. Additional NPI and PTAN combinations can be entered after the first NPI and PTAN have been added to the request as displayed in the "Entries on this Attestation" section of the form. Up to 25 entries can be included on this form using the same or different Unique IDs.



Effective Date

If no relationship between the NPI and the Unique ID is currently on file at HETS, the Effective Date will automatically populate with the current date. Select or enter the date you would like the relationship to become effective. This cannot be a past date.

If a relationship between the NPI and the Unique ID is already on file at HETS, the current Effective and End dates will display.

- Updates to the Effective and End dates can be made at this time.
- If you would like to delete the existing relationship between the NPI and Unique ID, check the box for "Delete Existing Relationship" below the Date fields. This will unlink the Unique ID and NPI and the Unique ID will no longer be authorized to exchange transactions with HETS on behalf of the NPI.

End Date

If no relationship between the NPI and the Unique ID is currently on file at HETS, select or enter the date you would like the relationship to end. This cannot be a past date. If there is no predetermined End Date, check the box "No End Date" to leave this field open.

If a relationship between the NPI and the Unique ID is already on file at HETS, the current Effective and End dates will display.

- Updates to the Effective and End dates can be made at this time.
- If you would like to delete the existing relationship between the NPI and Unique ID, check the box for "Delete Existing Relationship" below the End Date field. This will unlink the Unique ID and NPI and the Unique ID will no longer be authorized to exchange transactions with HETS on behalf of the NPI.

Removing an existing relationship between my NPI and a 3rd Party's Unique ID

If you would like to delete the existing relationship between the NPI and Unique ID, check the box for "Delete Existing Relationship" below the Date fields. This will unlink the Unique ID and NPI and the Unique ID will no longer be authorized to exchange transactions with HETS on behalf of the NPI.

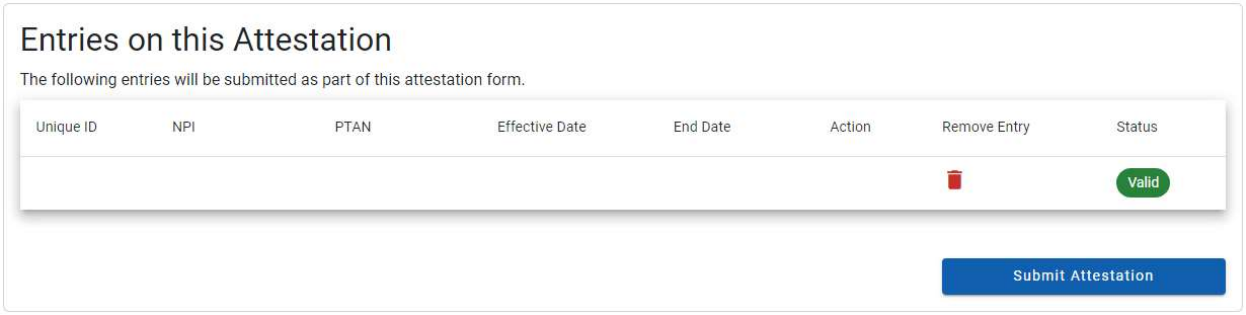
Adding information to the Enrollment Form

Click "Save or Add More" once all required information has been entered. This will add the information to the request form. All entries will display in the "Entries on this Attestation" section of the form. Additional entries can be added to the form at this time or the form can be submitted by clicking "Submit Attestation".

Entries on this Attestation

Up to 25 unique entries can be added. An entry can be the same Unique ID linked to different NPIs, different Unique IDs linked to the same NPI, or different Unique IDs linked to different NPIs.

All entries listed in the "Entries on this Attestation" section will be sent to HETS once the form is submitted.



Removing an entry that has been added

Suppliers can remove an entry before submitting the Enrollment Form by selecting the red "trash can" icon associated with the entry to be removed.

Submitting more than one NPI on the same form

Suppliers can add up to 25 entries on one form.

- An entry can have the same Unique ID linked to different NPIs, different Unique IDs linked to the same NPI, or different Unique IDs linked to different NPIs.

To add additional NPIs to the same Unique ID, return to the Provider Information section and enter the required information. The Unique ID will still be displayed for this

relationship. After all required information has been entered, click "Save or Add More". The new entry will be displayed in the "Entries on this Attestation" section.

Linking my NPI to more than one Unique ID on the same form

DME Suppliers can add up to 25 total entries on the same form, regardless of how many Unique IDs are included. One Enrollment form can include the same Unique ID linked to different NPIs, different Unique IDs linked to the same NPI, or different Unique IDs linked to different NPIs.

To add an entry with a different Unique ID, return to the 3rd Party Entity section at the top of the page. Enter a different Unique ID and select "Confirm". Verify the 3rd Party Entity Name once it displays. If the Unique ID is not found or the name does not match, please verify the ID with the 3rd Party Entity. Complete the required fields in the Provider Information section then select "Save or Add More".

Submitting the Enrollment Form

Once all Unique ID to NPI relationship entries have been added to the form, click "Submit Attestation". All entries listed in the "Entries on this Attestation" section will be automatically submitted to HETS. CEDI will send confirmations to the email address provided on the Enrollment Form when the form has been received and once it has been processed. A Transaction ID will be assigned for tracking the request.

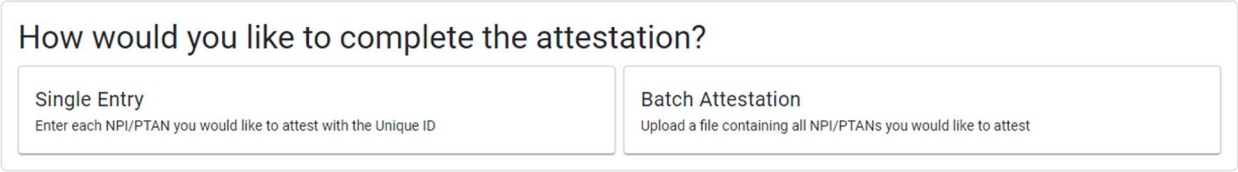
Checking Status of your Submitted Enrollment Form

CEDI offers an online tool to check the status of your submitted HETS 3rd Party Enrollment Form. To access the tool, select CEDI HETS Form Status on the CEDI Website https://www.ngscedi.com under HETS. The email address, Transaction ID, and NPI can be used to view your results.

Submitting a Batch Enrollment Form

Only suppliers eligible to submit a batch enrollment form will be presented with the options for Single Entry and Batch Attestation.

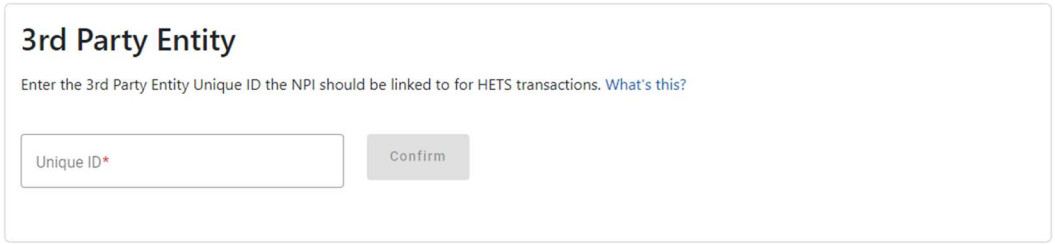
Selecting "Batch Attestation" will allow for a file containing all NPI/PTANs for the supplier to be uploaded and submitted on one Enrollment Form.



Unique ID

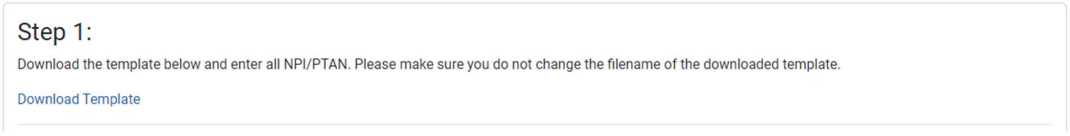
The Unique ID is an ID assigned by HETS to a 3rd party. The 3rd party will provide you with the Unique ID to be entered on the Enrollment Form. If you are unsure what the Unique ID is, please contact your 3rd Party Entity to request the information.

Select "Confirm" once you have entered the Unique ID.



The supplier will need to check the 3rd Party Entity Name once it displays after entering a valid Unique ID. If the Unique ID is not found or the name does not match, please verify the ID with the 3rd Party Entity.

Step 1: Download File Template

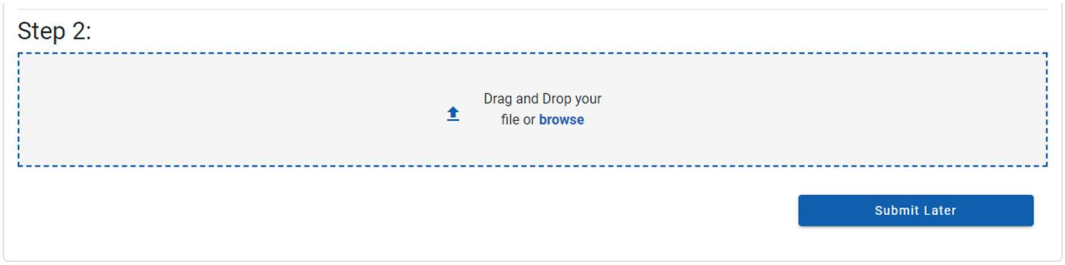


Use "Download Template" to download the Excel file template. Enter all NPIs and PTANs as well as the Start Dates and End Dates for the relationships.

NOTE: Do not change the filename.

Use the "Submit Later" button if additional time is needed before uploading the file. A Transaction ID will be assigned and you can return later to upload the file using the "Resume DME 3rd Party HETS Attestation" option. An email with the Transaction ID will be sent to the email address provided on the form.

Step 2: Upload File



Upload the file "hetsattestation.xlsx" containing all NPIs and PTANs as well as the Effective Dates and End Dates for the relationships which should be included on the Enrollment Form.

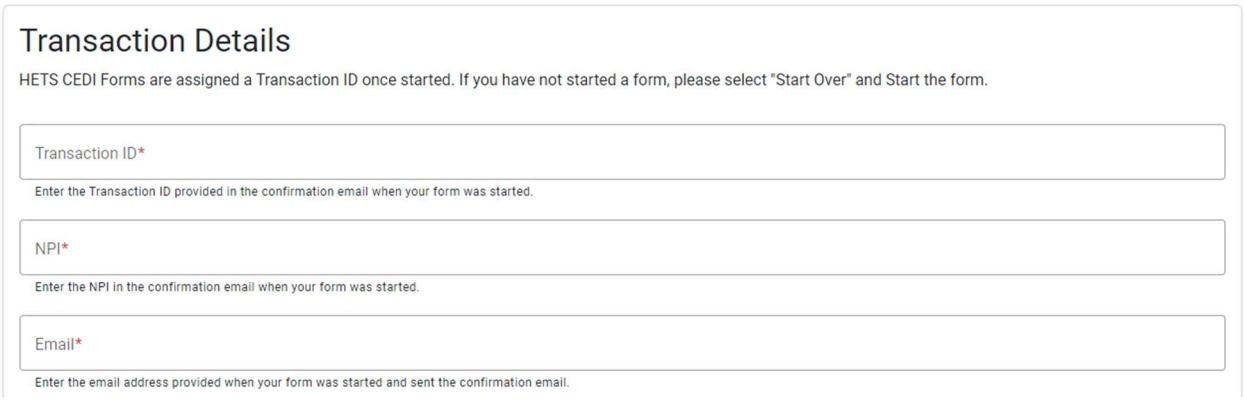
Once uploaded, click "Submit Attestation".

Submit Later

Use the "Submit Later" button if additional time is needed before uploading the file. A Transaction ID will be assigned and you can return later to upload the file using the "Resume DME 3rd Party HETS Attestation" option. An email with the Transaction ID will be sent to the email address provided on the form.

Resume DME 3rd Party HETS Attestation

Use the "Resume DME 3rd Party HETS Attestation" option when returning to upload your file and submit the HETS 3rd Party Enrollment Form.



Enter the Transaction ID, NPI, and Email provided in the confirmation email when your Enrollment Form was started.