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Completing the DME 3rd Party Recertification Form

The HETS 3rd Party Recertification 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 Recertification" to start a new Recertification Form.

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

Authorization

Terms and Conditions

I certify I have been duly and legally authorized to sign this form.

I understand I am using electronic means to sign this document, and I consent to signing this document electronically.

I understand by typing my information below, I am certifying I am the person identified by this information and by providing this information and clicking the "Continue" button will constitute my electronic signature.

I understand CMS information security policy strictly prohibits the sharing or loaning of Medicare-assigned IDs and passwords and I should take appropriate measures to prevent their unauthorized disclosure or modification. I further understand violation of this policy will result in revocation of all methods of system access, including but not limited to, EDI front-end access or VDC RACF user access.

☐ I acknowledge the HETS Rules of Behavior*

☐ I agree to the Terms and Conditions above.*

Do you allow organizations outside of the United States or its territories (offshore organizations) to use your NPIs to access eligibility data? *

◯ YES ◯ NO

NPI/PTAN Information

The HETS Recertification form requires one NPI and PTAN number with a current HETS 3rd Party Attestation form on file and the associated email address.

NPI*	PTAN*

Email*

Authorized Signer Information

Authorized Signature*	Signature Date* 2024-07-12

NPI

Enter a National Provider Identifier (NPI) previously included on a HETS 3rd Party Enrollment Form.

PTAN

Enter the unique Medicare Durable Medical Equipment (DME) supplier number associated with the NPI and previously included on a HETS 3rd Party Enrollment Form.

- 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

Enter the email address provided on the HETS 3rd Party Enrollment Form for the NPI and PTAN.

Authorized Signature

The authorized signer on the Recertification 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.

Recertification

A list of all NPIs with a relationship on file with a 3rd Party's Unique ID will be displayed or made available in a downloadable file.

Verifying the Information

Verify each relationship is valid, the "End Date" is accurate, and determine if the relationship should be recertified. Unchecking the Recertify box will terminate the relationship and will update the "End Date" with the current date. If you are recertifying a relationship, the "End Date" can be updated at this time.

Step 1: Download Recert Data

NOTE: The download option is only available if there are more than 50 relationships to be recertified.

Step 1:

Download the template below and enter all NPI/PTAN. Please make sure you do not change the filename of the downloaded template.

Download Recert Data

Use the "Download Recert Data" button to download a file containing all attested relationships for the entered email address.

Verify each relationship is valid, the "End Date" is accurate, and determine if the relationship should be recertified. Changing the response in the Recertify column to "No" will terminate the relationship and will update the "End Date" with the current date. If you are recertifying a relationship, the "End Date" can be updated at this time.

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 Recertification" option. An email with the Transaction ID will be sent to the email address provided on the form.

Step 2: Upload File

Step 2:

Drag and Drop your
file or **browse**

Upload the file "hetsrecert.xlsx" containing all relationships originally in the downloaded file once they have been reviewed.

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 Recertification" option. An email with the Transaction ID will be sent to the email address provided on the form.

Resume DME 3rd Party HETS Recertification

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

Transaction Details

HETS CEDI Forms are assigned a Transaction ID once started. If you have not started a form, please select "Start Over" and Start the form.

Transaction ID*

Enter the Transaction ID provided in the confirmation email when your form was started.

NPI*

Enter the NPI in the confirmation email when your form was started.

Email*

Enter the email address provided when your form was started and sent the confirmation email.

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

Submitting the Recertification Form

Once all relationships have been reviewed and validated, click "Submit". The form will be automatically submitted to HETS. CEDI will send confirmations to the email address provided on the Recertification 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 Recertification

CEDI offers an online tool to check the status of your submitted HETS 3rd Party Recertification 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 the results.