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Step 1 - Method of Electronic Submission

1. What should I select for "Please select the method you will be using to submit your Electronic Transactions"?

Select the method you will be using for exchanging electronic transactions with CEDI:

- Select "Clearinghouse" if you will be using a Clearinghouse to exchange electronic transactions with CEDI.
- Select "Billing Service" if you will be using a Billing Service to exchange electronic transactions with CEDI.
- Select "Direct Biller" if you will be exchanging transactions directly with CEDI through the use of a Network Service Vendor. Direct Billers are assigned their own Trading Partner ID to be used to exchange transactions with CEDI.

2. I selected Direct Biller, what should I enter for the action?

- If you own a Trading Partner ID that you wish to update or add additional information, select "I want to update my existing Trading Partner ID". A field will then be provided for your Trading Partner ID.
- If you are requesting a new Trading Partner ID, select "I want to apply for a new Trading Partner ID".

3. What is the Trading Partner ID?

A Trading Partner ID is assigned by CEDI and is used to log in and exchange electronic transactions (e.g., 837 claims, 835 ERAs, 276/277 claims status and responses, or NCPDP claims) with CEDI. This is also referred to as a Submitter ID.

Note: If you use a clearinghouse or third party biller, they will provide you with the Trading Partner ID to be entered on the enrollment packet.

Valid Trading Partner IDs will only start with the letters A, B, C, or D; followed by the numbers "08" and then six additional numbers.

Examples of a valid Trading Partner ID format include:

- A08123456
- B08123456
- C08123456
- D08123456

4. What clearinghouse/billing service or software vendor will you be using?

If you will be using a third party to exchange electronic transactions with CEDI, this is the name of the clearinghouse/billing service.

If you will be exchanging electronic transactions directly with CEDI, this is the name of the software vendor you plan to use. Contact your software vendor for this information.

You can locate approved software vendors for exchanging electronic transactions with CEDI on the CEDI Web site under [Approved Entities List](#).

PC-ACE is the HIPAA compliant software available at no cost from CEDI for creating X12 claims to be submitted to CEDI. PC-ACE does not create claims in the NCPDP format. Select PC-ACE from the drop down list if you would like to download and use this software to create your Durable Medical Equipment (DME) claims.

Note: The PC-ACE software will not be sent to you. It is available as a free download at the following link: <https://www.ngscedi.com/pace>

All direct billing software will require a Network Service Vendor to connect with CEDI to exchange transactions. (Network Service Vendors do have an associated cost.)

If your software vendor or billing service/clearinghouse is not listed, please verify they are approved with CEDI and then select the "Other" option. You will then be able to enter their contact information.

Step 2 - Enrollment Information

5. What transaction types are available?

The following transaction options are available to exchange with CEDI.

- Health Care Claims (837 v5010A1)
- Health Care Payment/Advice (835 v5010A1)
- Health Care Claim Status Request & Response (276/277 v5010)
- NCPDP Claims (version D.0)

Verify with your software provider that you will be able to send the specified file option.

Select the type of transactions on the form that you are planning to send and/or receive.

You can locate approved software vendors for exchanging electronic transactions with CEDI on the CEDI Web site under [Approved Entities List](#).

NOTE: The NCPDP Claims transaction option can only be selected directly on the Trading Partner Action Request Form or Supplier Authorization Form when presented if the Trading Partner will be submitting NCPDP format claims on behalf of the supplier to CEDI.

- Only retail pharmacies may submit claims in the NCPDP format; however, retail pharmacies may submit claims in the X12 837 format if they choose.
- If you need to select this transaction, verify with your software vendor that you will be submitting NCPDP claims.

6. Which transactions should I select?

Verify with your software vendor what transactions and version types you need to select.

The transaction options are listed below.



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- Health Care Claim (837)
Select this transaction if the Trading Partner will be sending electronic health care claims to CEDI in the X12 837 Professional format.
- Health Care Claim Payment/Advice (835)
Select this transaction if the Trading Partner will be receiving Electronic Remittance Advice (ERA) in the X12 835 format instead of a standard paper remittance advice.
 - **NOTE:** Once the 835 Health Care Claim Payment/Advice transaction is setup, you will not be able to return to paper remittances.
- Health Care Claim Status Request & Response (276/277)
Select this transaction if the Trading Partner will be exchanging the X12 276/277 electronic claim status inquiry/response transactions.
 - Verify the software product you will be using supports this transaction.
- DME MAC Portal Access
Select this transaction if you want to grant a third party (billing service or clearinghouse) access to eligibility, claims information, appeals, prior authorization, ADMC, financial, or mailbox.

NOTE: Suppliers who want to be setup for their own DME MAC portal access will not complete this section and should contact the DME MACs or visit their web sites.

Jurisdiction A

Contact Center: 1-866-419-9458

<https://med.noridianmedicare.com/web/jadme>

Jurisdiction B

Contact Center: 1-866-590-6727

<https://www.cgsmedicare.com/jb/mycgs/index.html>

Jurisdiction C

Contact Center: 1-866-270-4909

<https://www.cgsmedicare.com/jc/mycgs/index.html>

Jurisdiction D

Contact Center: 1-877-320-0390

<https://med.noridianmedicare.com/web/jddme>

- Once the "I want to enroll for DME MAC Portal Access" box is checked, additional check boxes will appear to select the specific access to the DME MAC Jurisdiction(s).
- Selecting the Jurisdiction's check box will check all access boxes under it or access options can be selected individually.

- This information will be provided to the selected DME MAC(s) to complete your request for third party access to their internet portal(s).
- NOTE: This option can only be selected if the supplier is set up or is requesting to be set up for the X12 837 Health Care Claim transaction.

Step 3 - NPI/PTAN(s)

7. What is the NPI number?

This is the National Provider Identifier.

- It 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>.
- New third party billers (billing services and clearinghouses) who are requesting a Trading Partner ID will enter "0000000000" (ten zeros) if they do not have established clients.

8. What is the PTAN?

This is the unique supplier number assigned by the National Supplier Clearinghouse.

- This is a ten (10) digit number
- The PTAN can be referred to as the following:
 - Supplier or Provider number
 - National Supplier Clearinghouse (NSC) number
 - Durable medical equipment (DME) number
- New billing services and clearinghouses will enter "0000000000" (ten zeros) if they do not have established clients.

If you are unsure what this number is or need more information about receiving this number, please contact the NSC at 866-238-9652 or visit their Web site at <http://www.palmettogba.com/nsc>.

9. How do I add additional NPIs and PTANs?

Once the first NPI and PTAN are entered, an additional NPI and PTAN field will be displayed. By entering the NPI and PTAN and selecting Add, the additional NPI and PTAN combinations will be added to the enrollment packet.

Up to 25 additional unique NPI and PTAN combinations may be added to the enrollment packet.

Only add the NPI and PTAN combinations that use the same Supplier Name listed on the enrollment packet and are requesting the same transaction setup.

Note: If an NPI and PTAN combination is added and then needs to be removed from the form, select the Remove button before moving to the next step.

Step 4 - General Information

10. What is the Supplier Name?

The supplier name must be entered as it is listed on file with the National Supplier Clearinghouse (NSC). CEDI forms containing a name that does not match the name on file with the NSC will be rejected. Contact the NSC to verify this information at 866-238-9652 or visit their Web site at <http://www.palmettogba.com/nsc> for more information.

11. What information should be put in the fields for Street Address, City, State, ZIP, Telephone Number, and Telephone Number Extension?

This is the physical location/business address and contact phone numbers where the Supplier can be contacted upon completing the processing of the request.

12. Who should I put for the Contact First Name, Contact Last Name, and Title fields?

This is the person who would be contacted regarding questions related to the enrollment packet and would be authorized to receive information sent by the CEDI Enrollment team. The person's title at the company is placed in the title field.

13. What e-mail address should I put in the Email field?

The e-mail address entered in this field will be used by CEDI Enrollment to send communication regarding the enrollment packet. Please be sure to use an e-mail address that is frequently checked.

Submitting the Packet

Once the General Enrollment Information section is complete and submitted, the necessary enrollment forms will be presented. All information previously answered will be auto-populated on each enrollment form. You will need to complete the following on each form to submit the enrollment packet:

- Verify all fields display the correct information.
- Complete all remaining required fields (See Additional Information about Forms).
- Read the Terms and Conditions and check the boxes for each if you agree.
- Have the authorized person or delegated official on file with PECOS enter their name in the DME Supplier Name field and their title on the DME Supplier Title field. The authorized or delegated official's name entered in the DME Supplier Name field will be verified against PECOS by CEDI Enrollment.
- Select the Submit button.

Note: The enrollment packet will **NOT** be faxed to CEDI for processing.

Once your packet is submitted, a confirmation message is displayed on the screen with the assigned Packet ID (PID) number. This completes the submission process. You will be given the options to Print This Packet, Finish and Exit, or Start New Packet.

- a. Print This Packet – This would be for your own reference and the only opportunity to print the packet. The packet is not faxed to CEDI for processing.
- b. Finish and Exit – This will return you to the CEDI Home page.
- c. Start New Packet – If you wish to submit more than one (1) enrollment packet, this will return you to the beginning of the Guided Enrollment Process to enter information for your next packet.

The PID for your submitted packet will be e-mailed to your e-mail address submitted on the enrollment packet.

Additional Information about Forms

CEDI Trading Partner Action Request Form

14. Should I select the option that says "Are you a Clearinghouse or Third Party Service?"

Check the box if you are a clearinghouse or a billing service who will be exchanging transactions on behalf of DME suppliers.

15. Should I select the option that says "Are you a Vendor?"

Check the box if you are the vendor of the software used to create the transactions to be exchanged with CEDI.

16. What should I select for the Network Service Vendor drop down box?

Select the Network Service Vendor (NSV) from the drop down list that you will be using for connecting to CEDI for sending and receiving files.

The list of NSVs approved for connectivity to CEDI is on the CEDI Web site under [Telecommunications](#).

CEDI Enrollment Agreement Form

17. What should I put for Trading Partner Name?

This is the name of the entity that will be exchanging electronic transactions with CEDI.

- If you send using a clearinghouse or billing service, contact them for this information.
- If you own the Trading Partner ID, enter your Trading Partner name.

CEDI ERA Enrollment Form

18. What information should I use in the Provider Identifiers fields?

Providers will enter either their Federal Tax Identification Number (TIN) or the Employer Identification Number (EIN) and the National Provider Identifier (NPI).

a. What is the Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN ID)?

A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS.

An Employer Identification Number (EIN) is also known as a federal tax identification number, and is used to identify a business entity.

b. What is the National Provider Identifier (NPI)?

The DME billing provider NPI is a unique identification number for covered healthcare providers. The NPI is a ten (10) digit number.

CEDI recommends verifying your NPI and PTAN are linked on the National Plan & Provider Enumeration System (NPPES) crosswalk before completing enrollment forms. Verify your NPI and PTAN are on the NPPES crosswalk using the CEDI tool at the following link:

<https://enroll.ngscedi.com/npicrosswalk>

19. What is Preference for Aggregation of Remittance Data (e.g., Account Number Linkage to Provider Identifier)?

This is the provider preference for grouping (bulking) claim payment remittance advice and must match the preference for EFT payment. This is intended to collect associated numbers (i.e. Tax ID, NPI, TIN, etc.) to enable bundling of ERA receiving entities.

Please note the information in this section will not be validated and is the provider's responsibility for ensuring the information supplied in this section matches the data they supply for their EFT notices.

Select either Provider TIN or NPI from the drop down list.

a. What is the Provider Federal Tax Identification Number (TIN)?

A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS.

b. What is the National Provider Identifier (NPI)?

The NPI is a unique identification number for covered healthcare providers.

20. What is the Requested ERA Effective Date?

This is the date that the provider will receive only electronic remittance advice. The provider will receive both paper and electronic remittances until the selected date. Providers must select a date within 45 days of the date the form is submitted.

Tracking My Enrollment Packet and Checking Status

Once your packet is submitted (See the section on Submitting the Packet), a confirmation message is displayed on the screen with the assigned Packet ID (PID) number. The PID will be sent to the e-mail address provided on the enrollment packet. It will also be listed in the



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top right corner of the printed packet if you choose to print the packet for your reference.

Note: The enrollment packet is **NOT** faxed to CEDI for processing.

The PID number can be used to check the status of the packet through the online CEDI Enrollment Status Tool 24 hours a day, 7 days a week. The Enrollment Status Tool is available on the CEDI Web site <https://www.ngscedi.com> under [Self-Service Tools](#). Status can be checked using the PID or the NPI, PTAN, and date of the online submission. More detailed instructions are provided on the CEDI Web site.

CEDI Gateway Self-Service Password Portal

As a CEDI Trading Partner, you will be able to use the CEDI Gateway Self-Service Password Portal located on the CEDI Web site. This provides a simple and secure web-based process for CEDI Trading Partners to change/reset their password and is available 24 hours a day, 7 days a week.

For your initial setup, access the CEDI Gateway Self-Service Password Portal on our CEDI Web site <https://www.ngscedi.com> and enter your security information. This security information is used for changing and resetting your password if it is lost or forgotten.

The Password Portal and Instructions are available on the CEDI Web site. From the Home page, click on the Gateway Self-Service Password Portal.

If you have any questions, contact the CEDI Help Desk at 866-311-9184 or via e-mail at ngs.cedihelpdesk@anthem.com.