

# **Common Electronic Data Interchange (CEDI) Submitter Action Request Form Instructional Guide**

## **Should I be filling this form out?**

This form is used to request a new Submitter ID or to make changes to an existing Submitter ID. This ID is used to exchange electronic transactions with the Common Electronic Data Interchange (CEDI).

Submitter ID is also referred to as a Trading Partner ID.

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## **Section I**

### **1. What is the submitter name?**

This is the name for the entity that will be exchanging electronic transactions with CEDI. Note: If the owner of the Submitter ID does not remember the name used to request the ID, the Submitter may send in the Submitter Action Request Form to update the name.

### **2. What information should be put in the fields for Contact Name, Phone Number, Fax Number, Street, City, State, ZIP Code, E-mail, and Verify E-mail?**

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

### **3. What action should be chosen?**

Select “Add New Submitter ID” when requesting a new Submitter ID. This is used to:

- A new supplier enrolling to exchange electronic transactions directly with CEDI
- A new third party biller (billing service or clearinghouse) enrolling to get their own Submitter ID to exchange electronic transactions on behalf of suppliers
- Set up initial software telecommunication options
- Set up initial transaction options

Select “Existing Submitter” when updating the information for an existing Submitter ID such as:

- Adding a National Provider Identifier (NPI) and/or Provider Transaction Access Number (PTAN) to an existing Submitter ID.  
If an EDI Enrollment Agreement form is not on file for the PTAN, also complete the CMS EDI Enrollment form on the CEDI Web site at the following link:  
<http://www.ngscedi.com/forms/formsindex.htm>

Select “Change Submitter” when changing information for an existing Submitter.

- Request the addition of a new transaction (e.g., 837 claims, 835 electronic remittance advises [ERA], 276/277 claim status and response, National Council for Prescription Drug Programs [NCPDP] claims)
- Change a file transfer option (Async or file transfer protocol [FTP])
- Change software vendor

### **4. What is the NPI number?**

This is the National Provider Identifier.

- It is a ten digit number.
- To apply for an NPI, you must contact the National Plan and Provider Enumeration System (NPPES) at 1-800-465-3203 or visit them online at <https://nppes.cms.hhs.gov>
- New third party trading partners (billing services and clearinghouses) may enter “N/A” if they do not have established clients.

## **5. What is the Submitter ID?**

- A Submitter ID is assigned by CEDI and is used to log in and exchange electronic transactions (837 claims, 835 ERA, 276/277 claims status and responses, or NCPDP claims) with CEDI.
- This is also referred to as a Trading Partner ID.
- Leave blank if requesting new Submitter ID
- Valid Submitter IDs only include those starting with the letters A, B, C or D, followed by the numbers “08” and then six more numbers. Examples of a Submitter ID include:  
A08123456  
B08123456  
C08123456  
D08123456

## **6. What is the supplier number?**

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

- This is a ten digit number
  - Supplier number can be referred to as the following:
    - Provider number
    - PTAN
    - National Supplier Clearinghouse (NSC) number
    - Durable medical equipment (DME) number
    - Medicare NSC number
    - Medicare DME number
  - New billing services may enter “N/A” 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.

## ***Section II–Software Vendor Information***

### **1. What information is placed in this section?**

This is the software vendor contact information for the software product you plan to use for exchanging electronic transactions with CEDI. Contact your software vendor for this information.

You can locate approved software vendors for electronic transactions with CEDI on the Resource Materials page of the CEDI Web site at the following link:

[http://www.ngscedi.com/outreach\\_materials/CEDIPassedVendorListforWebsite.pdf](http://www.ngscedi.com/outreach_materials/CEDIPassedVendorListforWebsite.pdf)

## **2. When should I select the option “Order the Free PC-ACE Software Program”?**

PC-ACE Pro32 is the HIPAA compliant software available at no cost for creating X12 claims to be submitted to CEDI. PC-ACE Pro32 does not create claims in the NCPDP format.

Select this option if you would like to use the PC - ACE Pro32 software to send your Durable Medical Equipment (DME) claims to Medicare. The required vendor fields will populate automatically with the National Government Services CEDI PC-ACE Pro32 information.

## **3. When should I select the option “Other”?**

Select this option when using a CEDI approved third party software. Check the Approved Entity List for software vendors that are already approved to exchange electronic transactions with CEDI located on the Resource Materials page of the CEDI Web site.

The list is available at the following link:

[www.ngscedi.com/outreach\\_materials/CEDIPassedVendorListforWebsite.pdf](http://www.ngscedi.com/outreach_materials/CEDIPassedVendorListforWebsite.pdf).

## **4. What information should be entered for the fields labeled Vendor Name, Contact Name, Phone Number, Fax Number, Street, City, State, ZIP Code, E-mail, and Verify E-mail?**

This is the physical location/business address and contact information of the software vendor. Contact your software vendor for this information.

## **5. What should be selected for the question “Are you a Clearinghouse or Third Party Service?”**

- Select “Yes” if you are a clearinghouse or a third party billing service who will be exchanging transactions on behalf of DME supplies.
- Select “No” if you will exchange transactions directly with CEDI without using a third party.

## **6. What should be selected for the question “Are you a Vendor?”**

- Select “Yes” if you are the vendor of the software used to create the electronic DME claims
- Select “No” if you are not the software vendor

## ***Section III–Telecommunications Options***

### **1. What information should be put in this section?**

Contact your software vendor for this information.

- For the PC-ACE Pro32 software, select the “Add” and “ASync: Z - Modem Protocol” options.

### **2. When are the options for “Add” or “Change” selected?**

- Select “Add” for new requests to set up telecommunications options for the software.

- Select “Change” to change telecommunications options for an existing Submitter ID.

## **Section IV–Transactions**

### **1. What transaction types are available?**

The following are the transaction options available to exchange with CEDI. Select the type of transactions you are planning to send and/or receive. Verify with your software that you will be able to send the specified file option.

- Health Care Claim (837 V4010A1)
- Health Care Payment/Advice (835 V4010A1)
- Health Care Claim Status Request & Response (276/277 V4010A1)
- NCPDP (National Council for Prescription Drug Programs) Claims

Note: Descriptions of the transactions are listed below.

You can locate approved software vendors for electronic transactions with CEDI on the Resource Materials page of the CEDI Web site at the following link:

[http://www.ngscedi.com/outreach\\_materials/CEDIPassedVendorListforWebsite.pdf](http://www.ngscedi.com/outreach_materials/CEDIPassedVendorListforWebsite.pdf)

### **2. What is the Health Care Claim (837 V4010A1)?**

Select this transaction if the Submitter is planning to send electronic health care claims in the X12 837 format to CEDI.

### **3. What is the Health Care Claim Payment/Advice (835 V4010A1)?**

Select this transaction if the Submitter is planning to receive an Electronic Remittance Advise (ERA) instead of standard paper remittance advice.

- After 45 days from the initial setup of the Submitter ID for 835 ERA, any supplier who is setup to have remittance advices returned to that Submitter ID will no longer receive a standard paper remit.
- A supplier setup for ERA under a Submitter ID where the Submitter has passed the initial 45 days will no longer receive the standard paper remit on the effective date of their setup for ERA.

### **4. What is the Health Care Claim Status Request and Response (276/277 V4010A1)?**

Select this transaction if the Submitter is planning to exchange electronic claim status inquiry/response transactions.

- Verify the software product you will be using supports this transaction.

### **5. What is NCPDP?**

Select this transaction if the Submitter is planning to submit NCPDP claims 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.

## **6. What are the NSC Numbers boxes used for?**

These boxes are for any additional NSC/PTAN numbers you wish to include in receiving the transactions indicated.

PTAN numbers can be referred to as the following:

- Provider number
- Supplier number
- National Supplier Clearinghouse (NSC) number
- Durable medical equipment (DME) number
- Medicare NSC number
- Medicare DME number

## **7. What are the NPI Numbers boxes used for?**

These boxes are used to indicate the corresponding NPIs for the PTANs entered in the NSC Numbers section.

## **8. How does a submitter sign the electronic form where it says DME supplier signature and title?**

Type in the name and title of the person authorized to sign the document on behalf of the submitter.

## **9. How do I submit the form?**

Once all required fields have been completed, the form must be submitted to the CEDI Enrollment Department for processing.

- Verify all information has been entered correctly on the form.
- Select "Submit".
- Print the submitted page.
- Have the authorized person (entered in the Signature section) sign and date the form.
- Fax all forms for the same request to the CEDI Enrollment Department at 315-442-4299 under the same cover sheet.
- Be sure to fax **ALL** pages of this form. Missing pages will cause the enrollment forms to be returned.
- Verify that the form has a **Request ID (RID)** on the printed copy of the form. This is the tracking number needed to verify status of the enrollment process.