

## Enroll to use the CEDI Claims Portal (CCP)

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### Step 1 - Method of Electronic Submission (CCP)

**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. To use the CEDI Claims Portal, select “Direct Claim Entry”.

- Direct Claim Entry users are assigned an individual login ID associated with a Trading Partner ID for their organization.

**2. I selected Direct Claim Entry, what should I enter for the action?**

- If you own a Trading Partner ID and want to be setup as a CEDI Claims Portal user for claims submission and/or retrieving your ERA, 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 to be setup with to use the CEDI Claims Portal, select “I want to apply for a new Trading Partner ID”.
- If you own a Trading Partner ID that is currently deactivated but want to use it for the CEDI Claims Portal, select “I want to reactivate my inactive Trading Partner ID”. A field will then be provided for your Trading Partner ID.

NOTE: The Trading Partner ID cannot belong to or be used by a clearinghouse or billing service.

**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, NCPDP claims) with CEDI. This is also referred to as a Submitter ID.

If you are a CEDI Claims Portal user, this will be the Trading Partner ID assigned to your organization. NOTE: The Trading Partner ID cannot belong to or be used by a clearinghouse or billing service.

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 the CEDI Claims Portal, this will be filled in for you.

Using the CEDI Claim Portal does not have an associated cost.

### Step 2 - Enrollment Information (CCP)

#### 5. Which transactions should I select?

- Health Care Claim (837 v5010A1) – This transaction is used to submit claims to CEDI using the CEDI Claims Portal.

This transaction is selected automatically if requesting use of the CEDI Claims Portal.

- Health Care Claim Payment/Advice (835 v5010A1) – This transaction will allow your CCP User ID to receive the Electronic Remittance Advice (ERA) produced for your Trading Partner ID.

NOTE: Once the 835 Health Care Claim Payment/Advice transaction is setup, you will not be able to return to paper remittances.

### Step 3 - NPI/PTAN(s) (CCP)

#### 6. 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>.

#### 7. 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

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>.

**8. 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 using the same Supplier Name listed on the enrollment packet if you 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 (CCP)**

**9. 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 not matching 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.

**10. 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.

**11. Who should I put for the Users First Name, Users Last Name, and Title fields?**

This is the person who will be using the CEDI Claims Portal for direct claim entry and submission. The person listed here will be assigned a user ID to log into the CEDI Claims Portal.

The title field should have the person's title at the company.

Each CEDI Claims Portal user must complete a form to receive their own unique user ID. CEDI Claims Portal users must not share user IDs, and/or passwords.

**12. 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 by the User requesting access to the CEDI Claims Portal.