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## **Getting Started and Terms and Conditions**

The HETS 3<sup>rd</sup> Party Attestation Form allows providers to attest their relationship with a third party entity to conduct the ANSI X12 270/271 Beneficiary Eligibility on their behalf.

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

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>.

## **2. What is the PTAN?**

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

- The PTAN is a ten (10) digit number
- It 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 <https://www.palmettogba.com/nsc>.

## **3. What e-mail address should I put in the E-mail field?**

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

## **4. Who is the Authorized Signer?**

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

NOTE: All check boxes under Terms and Conditions must be checked before selecting Continue.

## **3<sup>rd</sup> Party Entity**

### **5. What is the 3<sup>rd</sup> Party Entity Unique ID?**

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

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

### **6. Do I need to select the "Match Found" 3<sup>rd</sup> Party Entity Name once it appears?**

Yes. The provider will need to check the 3<sup>rd</sup> 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 3<sup>rd</sup> 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.

### **7. What should I enter for the 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 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.

### **8. What should I enter for the 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.

### **9. How do I remove an existing relationship between my NPI and a 3<sup>rd</sup> 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 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.

## **10. I have entered the NPI, PTAN, and date information, what do I do next?**

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".

## **Additional Unique ID and NPI Entries**

### **11. Can I submit more than one NPI on the same form?**

Yes, providers 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.

### **12. Am I able to link my NPI to more than one Unique ID on the same form?**

Yes, providers can add up to 25 total entries on the same form, regardless of how many Unique IDs are included. One Attestation 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:

- Click the "Add Another Unique ID" button or return to the 3<sup>rd</sup> Party Entity section at the top of the page Enter a different Unique ID and select "Confirm"
- Check the 3<sup>rd</sup> 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 3<sup>rd</sup> Party Entity.
- Complete the required fields in the Provider Information section.
- Select "Save or Add More"

## **Entries on this Attestation**

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

### **13. How do I remove an entry that has been added?**

Providers can remove an added entry before submitting the Attestation Form by selecting the red "X" button associated with the entry to be removed.

### **14. How do I add another entry?**

Return to the 3<sup>rd</sup> Party Entity section by clicking the "Add Another Unique ID" button to add a relationship under a different Unique ID or return to the Provider Information section to add a relationship to a different NPI.

### **15. How many entries can I add?**

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.

## **Submitting the Attestation**

### **16. How do I submit the Attestation?**

Once all Unique ID to NPI relationship entries have been added to the form, click "Submit Attestation". The form will be automatically submitted to HETS. CEDI will send a confirmation to the e-mail address provided on the Attestation Form.