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## Getting Started and Terms and Conditions

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

### 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 agree to the terms and conditions above.\*

NPI\*

PTAN\*

Email\*

Authorized Signature\*

### NPI

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>.

### PTAN

This is the unique Durable Medical Equipment (DME) supplier number assigned by the National Provider Enumerator East (NPEAST) or National Provider Enumerator West (NPWEST).

- 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

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 which is frequently checked.

## Authorized Signature

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.

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

### 3rd Party Entity

Enter the 3rd Party Entity Unique ID the NPI should be linked to for HETS transactions. [What's this?](#)

## 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.

## Match Found

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.

### Provider Information

Enter the NPI and PTAN to be set up for HETS transactions. Up to 25 entries may be included on this form.

Unique ID:

NPI\*

PTAN\*

Effective Date\*

End Date\*

☐ No End Date

MM/DD/YYYY

MM/DD/YYYY

☐ Delete Existing Relationship [What's this?](#)

Save or Add More

## 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 Date fields. 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.

## 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.

## Removing 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 Date fields. 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.

## Adding information to the Attestation Form

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".


## Entries on this Attestation

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.

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

### Entries on this Attestation

The following entries will be submitted as part of this attestation form:

Unique ID	NPI	PTAN	Effective Date	End Date	Action	Remove Entry
						

Submit Attestation

Add Another Unique ID

## Removing an entry that has been added

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

## Submitting more than one NPI on the same form

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.

## Linking my NPI to more than one Unique ID on the same form

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". Verify the 3<sup>rd</sup> Party Entity Name once it displays. 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 then select "Save or Add More".

## Submitting the Attestation

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

## Submitting 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 email address provided on the Attestation Form.