



HETS EDI ENROLLMENT

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Overview

The HETS EDI Enrollment Form allows providers to attest their relationship with a 3rd Party Entity (Trading Partner) to exchange the ANSI X12 270/271 Beneficiary Eligibility transaction on their behalf.

Step 1 – Authorization

Getting Started

You'll need:

- The name of the person authorized to sign on your behalf
- Email address
- Alternate email address
- Your Provider Transaction Access Number (PTAN)
- Your NPI
- Effective and termination date, if applicable, of your relationship with your vendor or clearinghouse

Note: If the person entering the data is a 3rd Party Entity/ Trading Partner (Clearinghouse/Billing Service), do not proceed any further.



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Terms and Conditions

- Review and accept the terms and conditions.
- Select 'Yes' or 'No' for the question regarding organizations outside the United States.

Authorized Signer Information

- Name – The authorized signer on the Enrollment Form is the person who is authorized or delegated to sign on behalf of the supplier as they are enrolled in PECOS. This person agrees to all terms and conditions on the form. Enter the signer's First Name and Last Name and Suffix (if applicable).
- Email Address – The email address entered in this field will be used by EDI to send communication regarding the Enrollment Form. Please be sure to use an email address which is frequently checked.
- Secondary Email Address – The alternate email address entered in this field will be used by EDI to send communication regarding the Enrollment Form. Please be sure to use an email address which is frequently checked.

The screenshot shows the 'Authorized Signer Information' section of the HETS EDI Enrollment form. It includes a disclaimer: 'Signers of this form must be authorized to sign on behalf of the provider, as reported to the Provider Enrollment, Chain, and Ownership System (PECOS). If you are unsure who your authorized official is, please contact PECOS. Visit [PECOS.cms.hhs.gov](https://pecos.cms.hhs.gov) for PECOS access.' Below this, there are input fields for 'Enter Full Name*' (split into 'Signature First Name*' and 'Signature Last Name*'), 'Email Address*' (split into 'Email Address*' and 'Secondary Email'), and 'Date'. The 'PTAN/NPI Information' section below it has fields for 'PTAN', 'NPI', and a dropdown for 'Contractor Code'.

PTAN/NPI Information

PTAN

- Enter the PTAN. The PTAN is a Medicare-only number issued to providers by MACs upon enrollment to Medicare. MACs issue an approval/notification letter, including the PTAN when enrollment is approved. The PTAN can be referred to as the supplier or provider number.

NPI

- Enter the NPI. The NPI is assigned by the National Plan and NPPES.
- The NPI is a 10-digit number.

Contractor Code

- Select the Contractor Code associated with the NPI/PTAN.
- Then select 'Continue.'

Note: To apply for an NPI, providers contact the NPPES at 800-465-3203 or visit them online at <https://nppes.cms.hhs.gov/NPPES/Welcome.do>.



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Step 2 – Attestation

3rd Party Entity (Trading Partner)

Unique ID

- Enter the UID number assigned by HETS to identify the Trading Partner. The Trading Partner will communicate their Unique ID to the Provider for purpose of allowing the Provider to attest their relationship with the Trading Partner.
- Select “Confirm” once you have entered the Unique ID.
- The system will display the 3rd Party Entity Name. Once verified the Trading Partner will populate and the ‘Match Found’ box will be checked. If the Unique ID is not found or the name does not match, please verify the UID with the Trading Partner.

Provider Information

- The PTAN, NPI and Contractor Code initially entered under Step 1 will automatically populate to the “Provider Information” section of the form. Click ‘Validate.’

Effective and End Date Updates

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.
- If a relationship between the NPI and the Unique ID is already on file at HETS, the current Effective and End dates will display.

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.

Note: If no End Date box is selected the End Date will auto populate to 9999-12-31.

- If a relationship between the NPI and the Unique ID is already on file at HETS, the current Effective and End dates will display.

Delete Existing Relationship

- To delete an 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.

Select Add once all required information has been entered. This will add the information to the request 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 in this Attestation” section of the form. Up to 10 entries can be included on this form using the same or different Unique IDs. Once each new PTAN, NPI and Contractor Code has been entered to complete click on Validate and Add.

Step 3 – Confirmation

- Upon successful completion of the form the confirmation below will display.

- You can exit the attestation or start a new attestation from this screen.