EDI APPLICATION STATUS CHECK TOOL JOB AID

The EDI Online Application Status Check Tool allows you to easily obtain the current status of EDI applications that are submitted on or after **December 14, 2020**.

Complete the Online EDI Application at:	https://www.cgsmedicare.com/medicare_dynamic/edi_application/disclaimer.html

- Once the user clicks on the Submit button the user will receive a pop-up box with the message: *You have successfully submitted your EDI Application.*
- A link to access the required Provider Authorization form will also appear in the pop-up box.
- Click the link to access and print the Provider Authorization form.
  - **Note:** *The tax identification number must be added, and the form must be signed prior to faxing to J15 EDI. The Provider Authorization form must be returned within 7 days.*
- The user will receive an email with the reference number for the submitted EDI Online Application.

For Status Check of submitted EDI Online Applications please go to:	https://www.cgsmedicare.com/medicare_dynamic/edi_application/edi_application/status.aspx

- Enter the reference number from the email into the Reference number field.
  - **Note:** *Reference numbers are 14 digits.*
- Click Submit.
- One of the following messages will be displayed:

  Application Status: RECEIVED; Thank you for your application. Please return your signature page as soon as possible for processing.

  Application Status: PENDING; Thank you for your application. Please return your signature page as soon as possible for processing.

  Application Status: APPROVED

  Application Status: RECEIVED; Thank you for your application. Please return your signature page as soon as possible for processing.

  Application Status: REJECTED; Unfortunately, we are unable to process your application as submitted. Please contact the EDI Helpdesk for your line of business for assistance.

  After an invalid Reference number is entered the following message will display: *There are no records with the search criteria you supplied. If you may have entered your information incorrectly, please return to the previous page and try again. If you feel you have entered it correctly and no records are returned, please contact the EDI Helpdesk.*

The EDI Help desk can be reached at the appropriate number listed below.

- **Ohio/Kentucky Part B:** 1.866.276.9558, option 2
- **Ohio/Kentucky Part A:** 1.866.590.6703, option 2
- **Home Health/Hospice:** 1.877.299.4500, option 2