

# EDI Enrollment

## New Submitters

### **EDI Provider Enrollment Application**

#### **Form Description:**

Please use this form to enroll a provider who wishes to exchange electronic transactions directly with EDI Gateway. This form is not used to enroll billing agents, software vendors, and clearinghouse or switch vendors.

In order to exchange electronic transaction providers must obtain a **Submitter ID**. A Submitter ID is assigned by EDI and is used to log in and exchange electronic transactions (837 claims, 835 ERA, 276/277 claims status and responses) with EDI. This is also referred to as a Trading Partner ID.

#### **Enrollment application:**

Download, complete and submit all pages of the **EDI Provider Enrollment Application**.  
*Providers should follow the instructions carefully to avoid EDI processing delays.*

#### **Application Processing Steps:**

1. Once the New Mexico HIPAA Helpdesk receives your completed **EDI Provider Enrollment Application**, your information will be entered into our Trading Partner Management System (TPMS) and provide you details on submission of your electronic transactions for testing. EDI Services will email or fax your trading partner information to you after the application is processed into TPMS. The EDI Services will follow-up on the enrollment process and send you the necessary user names and passwords for accessing the Web Portal.
  - a. You will be granted access to the Commerce Desk for HIPAA transaction format validation.
  - b. You will also be granted access to the EDI file submission portal.
2. Validate your files using Commerce Desk
  - a. Your files only need to pass SNIP levels 1 and 2 without errors. (That is, if you have a SNIP level 5 error, or a SNIP level 1 warning (not error), then your file is considered 'passed' for 5010 validation.)
  - b. You should submit your files to this location first to ensure they pass 5010 validation.
3. Submit your valid files to the EDI gateway.
  - a. There are 2 methods for submitting files:
    - i. EDI Online, which requires a human submitting files, an

- ii. EDI DMZ, an SFTP connection, which allows automated delivery and receipt of files.
  - b. You can use either or both methods.
  - c. In either case, you will receive response files and reports (999, TA1, 277CA)
4. How many files and claims do you need to submit?
    - a. You need to submit three files of at least 10 valid claims each for 837 transaction types (837I, 837P, and/or 837D) and one file for any other transaction type (270 & 276) you wish to submit in production.
    - b. To ensure the test files for the 837s are run properly; be sure the claims in each file are within the 90 Day timely filing limit.
  5. Once you have submitted your test files, contact the NM HIPAA Helpdesk ([HIPAA.DeskNM@hsd.nm.gov](mailto:HIPAA.DeskNM@hsd.nm.gov)) to let them know you are ready to have your files reviewed.
  6. Once reviewed, the NM HIPAA Helpdesk will contact you via email advising that your electronic transactions are in production or notify you of submittal errors and how to fix them for resubmittal.

## **EDI Submitter Application**

### **Form Description:**

Please use this form to enroll clearinghouses, software vendors or Billing agent who wish to exchange electronic transactions with EDI Gateway.

### **Please Note:**

Providers will be required to provide the Submitter ID of their clearinghouse, software vendor or billing agent on their **authorization form**. Please be prepared to provide this information to your providers upon request.

### **Submitter Application:**

Download, complete and submit all pages of the **EDI Submitter application**. *Submitters should follow the instructions carefully to avoid EDI processing delays.*

### **Submitter Processing Steps:**

1. Once the New Mexico HIPAA Helpdesk receives your completed **EDI Submitter Application**, your information will be entered into our Trading Partner Management System (TPMS) and provide you details on submission of your electronic transactions for testing. EDI Services will email or fax your trading partner information to you after the application is processed into TPMS. The EDI Services will follow-up on the enrollment process and send you the necessary user names and passwords for accessing the Web Portal.

- a. You will be granted access to the Commerce Desk for HIPAA transaction format validation.
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    - i. EDI Online, which requires a human submitting files, an
    - ii. EDI DMZ, an SFTP connection, which allows automated delivery and receipt of files.
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6. Once reviewed the NM HIPAA Helpdesk will contact you via email advising that your electronic transactions are in production or notify you of submittal errors and how to fix them for resubmittal.

## **Authorization**

### **EDI Provider Authorization Form:**

**Note:** Billing Providers who plan on subscribing to a vendor, billing service or clearinghouse should contact the vendor, billing service or clearinghouse regarding services and requirements

#### **Form Description:**

Please use this form to authorize or change a vendor, billing agent or clearinghouse who will act as an agent for the purpose of submitting electronically to EDI Gateway, Inc. Provider can also authorize or change a Billing agent or clearinghouse that will retrieve reports.

\*Authorization forms received from a provider using a billing agent or clearinghouse will not be processed until their vendor, billing agent or clearinghouse is enrolled

## **Providers already enrolled for EDI**

### **EDI Provider Update Form**

#### **Form Description:**

Please use this form to update previously submitted EDI enrollment information. Submitter can use this form to update Demographic and/or Contact information.

#### **Update form:**

Download, complete and submit all pages of the **EDI update form**. *Providers should follow the instructions carefully to avoid EDI processing delays.*

*Note: If any of the above entered information is updated, your information in the MMIS will not be updated automatically. To update your provider information in the MMIS, please contact the Provider Enrollment Department at (800) 299-7304.*

#### **Update Process:**

1. HIPAA Helpdesk receives the EDI Provider Update Form and makes proper changes to the Demographic and/or Contact information in the Trading Partner Management System.
2. Changes must be completed within a 24-hr period. Once changes are complete, the submitter will be contacted via email by the HIPAA Helpdesk of the updates that were made.

## **EDI Termination Form**

#### **Form Description:**

Please use this form to terminate a Trading Partner ID. When a Trading Partner ID has been terminated a submitter no longer has the ability to exchange electronic transactions directly with EDI Gateway.

**Note:** If you want to resume Conduent EDI access after your Trading Partner ID is terminated, you must re-enroll for a new Trading Partner ID or reactivate your current Trading Partner ID, based on current enrollment requirements.