EDI Support Services

Vendors: Checking for Provider Submitter ID and Status

Purpose of the Vendors: Checking for Provider Submitter ID and Status

Checking for Provider Submitter ID and Status

1. To view a list of providers that have selected you to process one or more electronic transactions, on the EDISS Connect **Account Home** page, click **Manage Processing Providers** in the toolbar or the **Manage Processing Providers** link in the lower right-hand corner.

Note: *If the provider has only selected you as their administrator, you will need to accept or reject the request under* **Manager Providers** *before you are able to see their account information.*

Vendors: Checking for Provider Submitter ID and Status

2. Using the **Search by** feature to the left, you can search by the provider's NPI or name.

3. The provider's name will show in the list along with their NPI, role and date added.

Vendors: Checking for Provider Submitter ID and Status

4. To view the transactions associated with the provider, click on the provider's name.

5. The detailed transactions page for a specific provider shows the provider's name, NPI, Submitter ID and Tax ID/SSN.

Vendors: Checking for Provider Submitter ID and Status

6. The **Status** section shows if a form is required for the NPI. If **Form Required** is displayed, the provider must accept the required form by logging into their Connect profile.

Vendors: Checking for Provider Submitter ID and Status

7. Once the required form is accepted and processed for this specific line of business, a date will appear as well as a statement indicating **Completed – Auto Approved.**

8. The lines of business and transaction types that the provider selected you to perform will be listed in the left-hand column.

Vendors: Checking for Provider Submitter ID and Status

9. The **Status** section also shows if testing is required for the NPI.

Vendors: Checking for Provider Submitter ID and Status

10. If a **Testing Required** link is shown, you can click on the link to upload test files for Non-Medicare lines of business into the EDISS Connect system. Medicare lines of business will need to test in the EDI Gateway System. Once testing has been completed and approved, **Testing Completed – Approved** will be shown with a production date.

Note: *For information regarding testing requirements, please visit* https://www.edissweb.com/cgp/registration/.

Note: *For information regarding Blanket Approval, please visit* https://www.edissweb.com/docs/shared/blanket_approval_criteria.pdf/.

11. For transactions not needing testing or when they have been moved into production, the production date and statement **Completed** will be displayed.

Vendors: Checking for Provider Submitter ID and Status