EDI Support Services

Vendors: Checking for Provider Submitter ID and Status

In this document:

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.*

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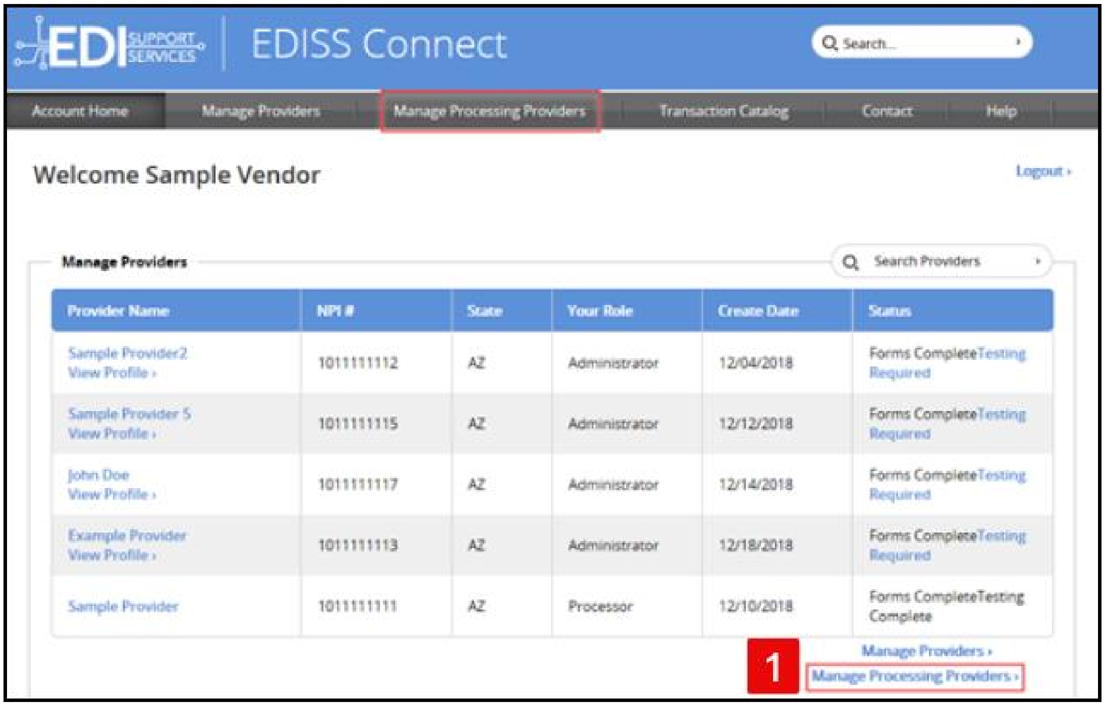
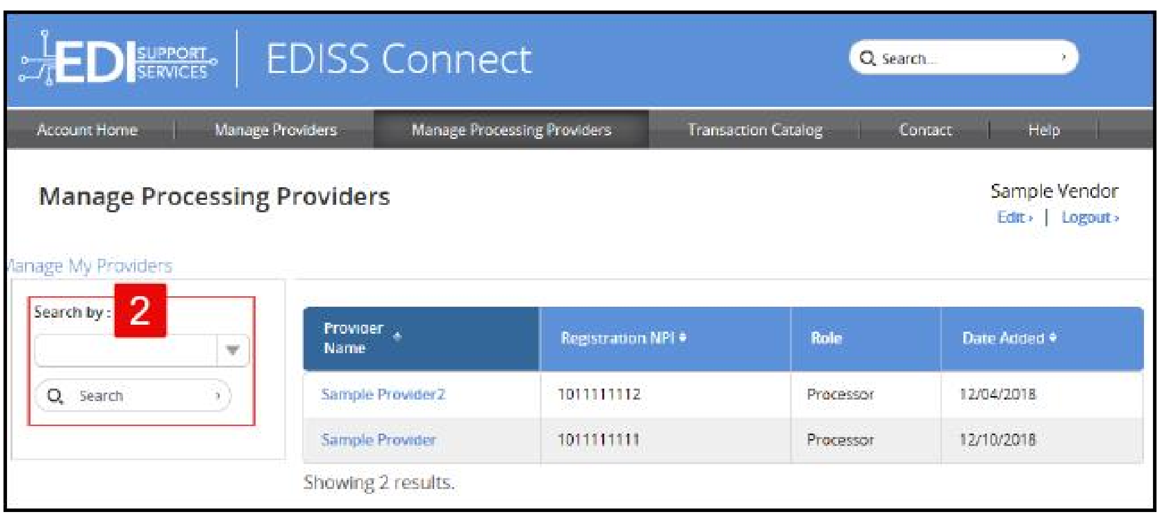


2. Using the **Search by** feature to the left, you can search by the provider's NPI or name.



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

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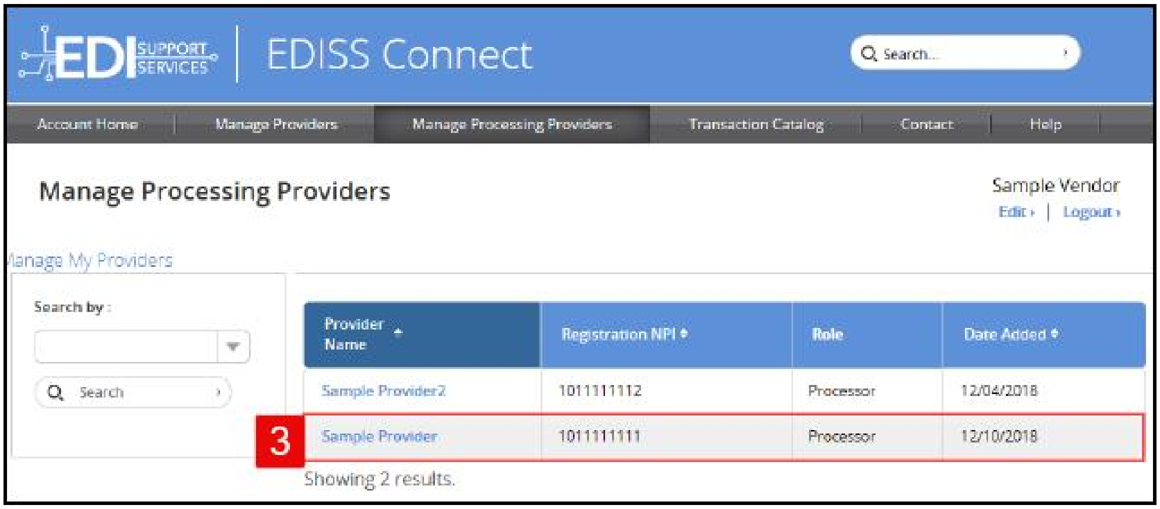
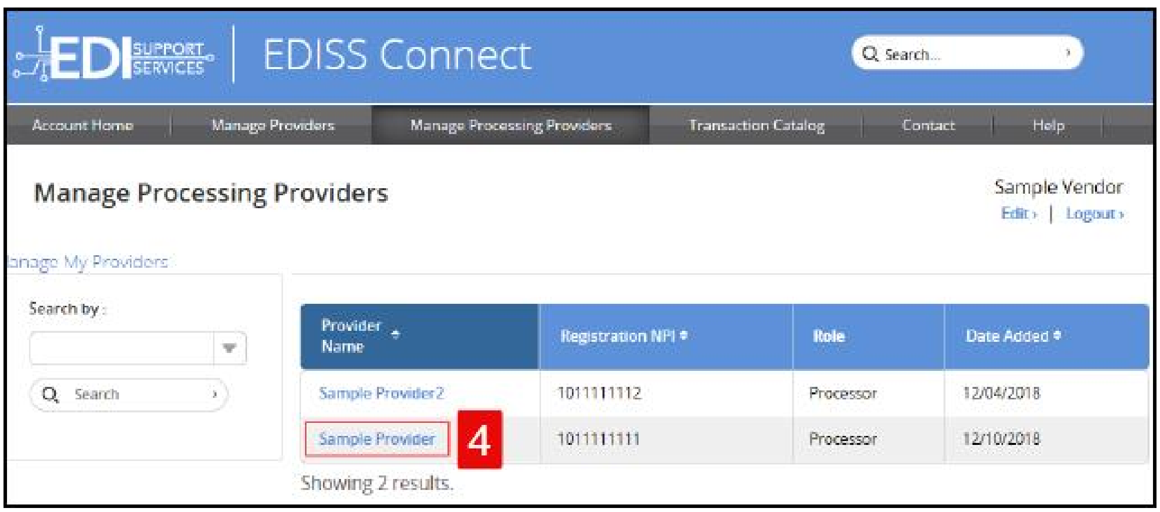


4. To view the transactions associated with the provider, click on the provider's name.



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

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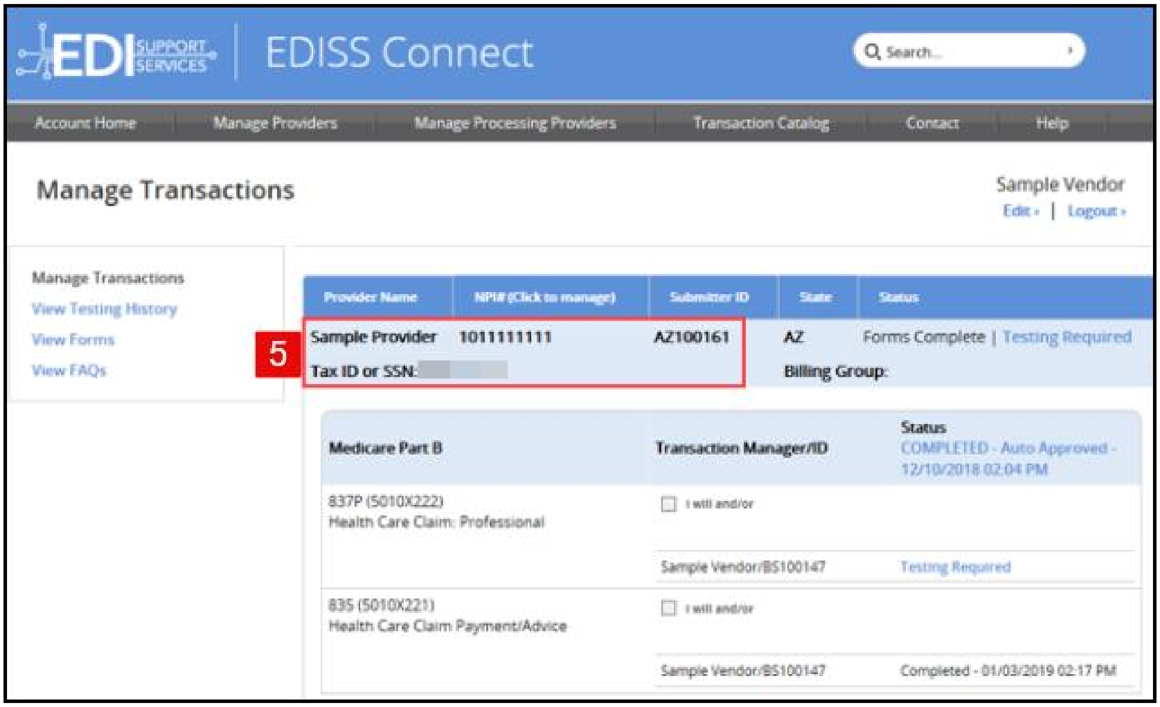
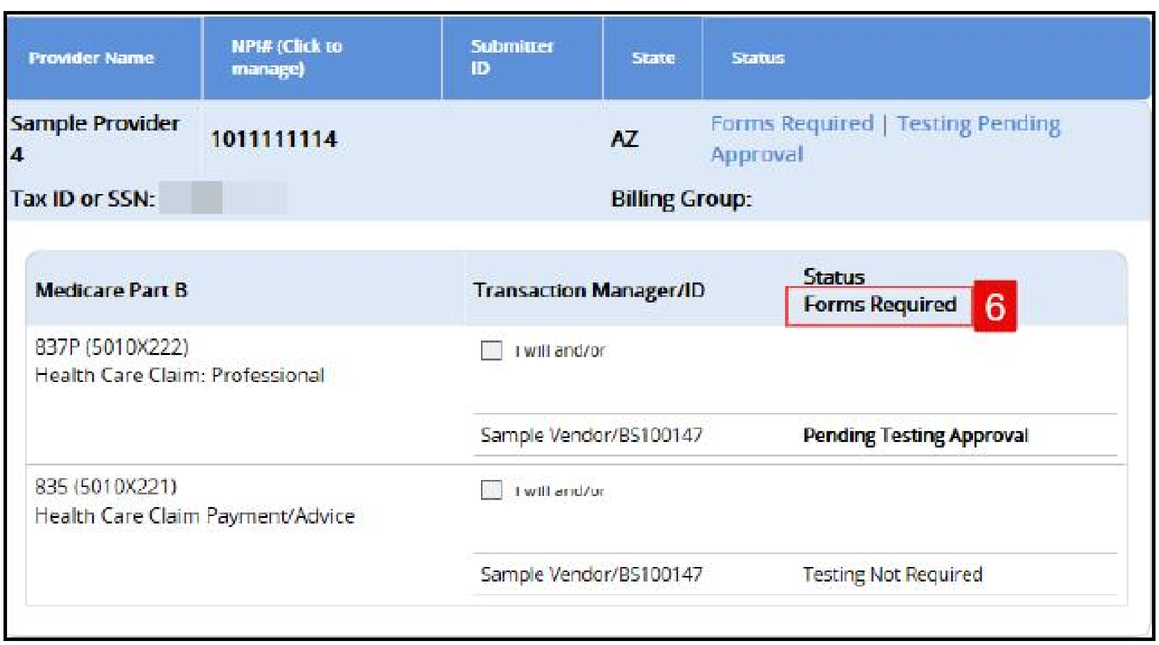


6. The **Status** section shows if a form is required for the NPI. If **Form Required** is displayed, the provider must accept the required form by logging into their Connect profile.



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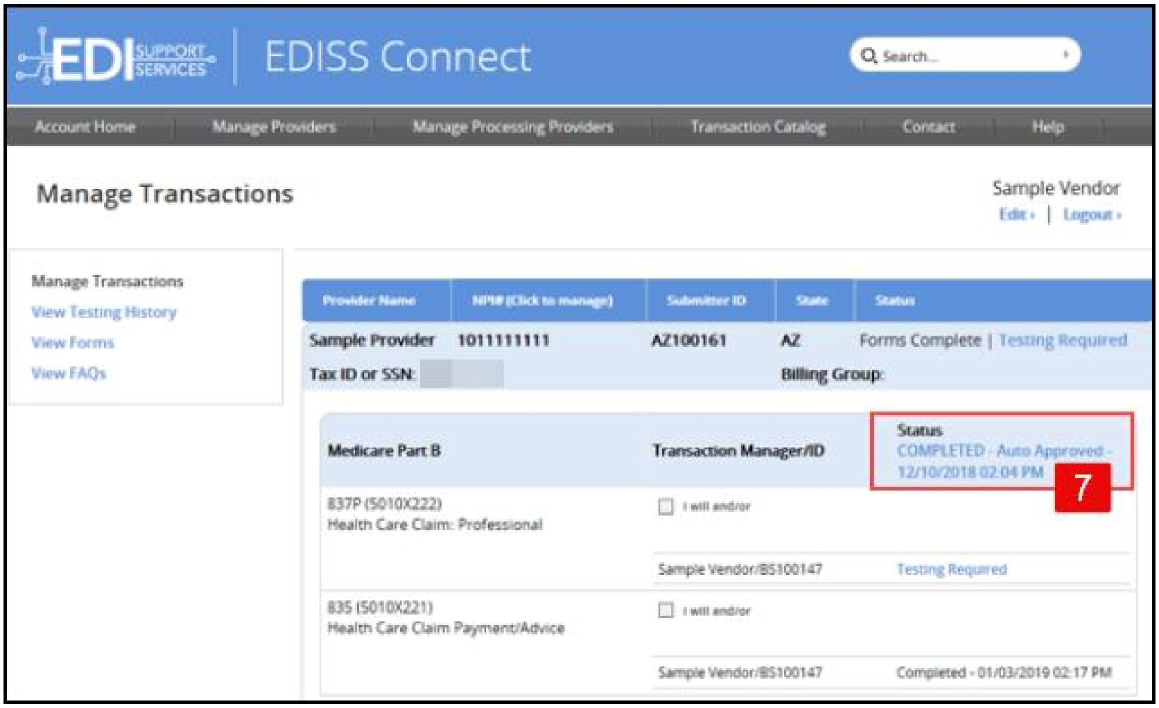
7. Once the required form is accepted and processed for this specific line of business, a date will appear as well as a statement indicating **Completed – Auto Approved.**



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

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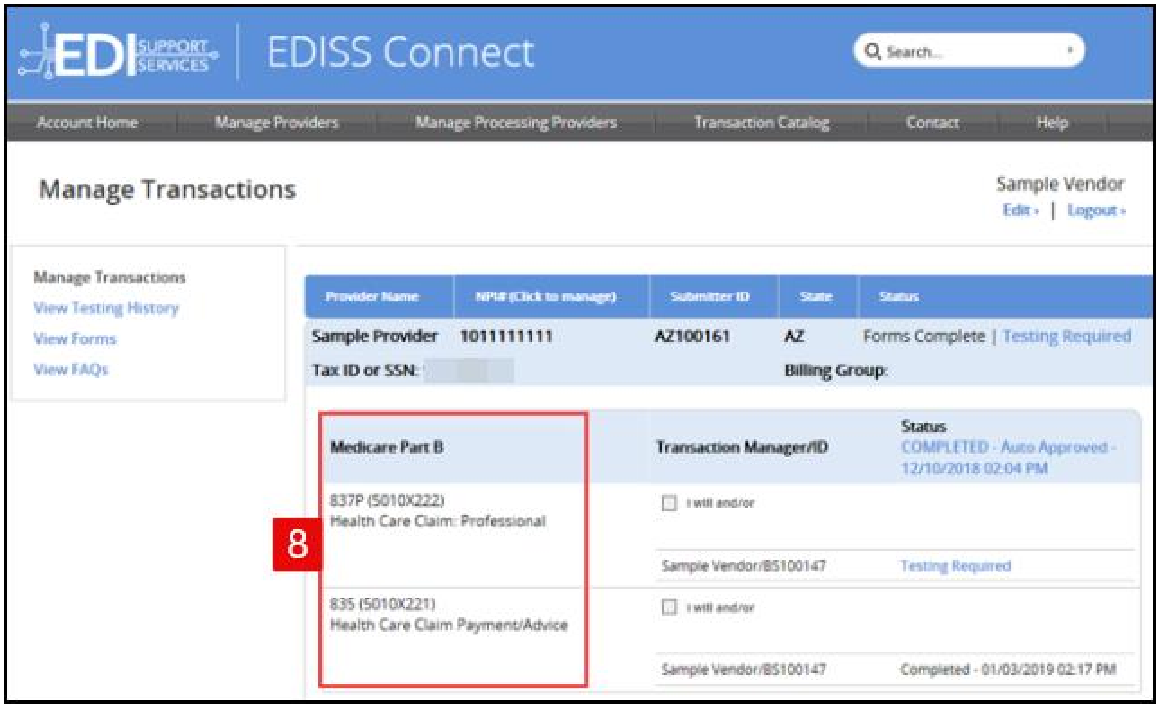
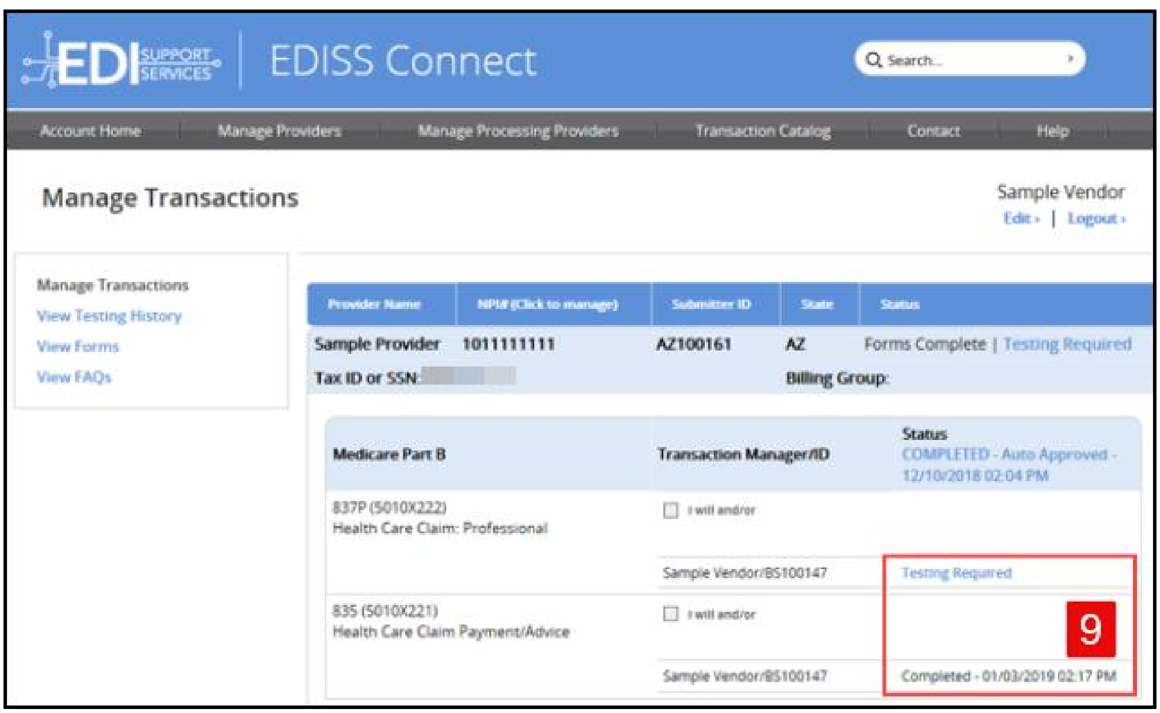


9. The **Status** section also shows if testing is required for the NPI.



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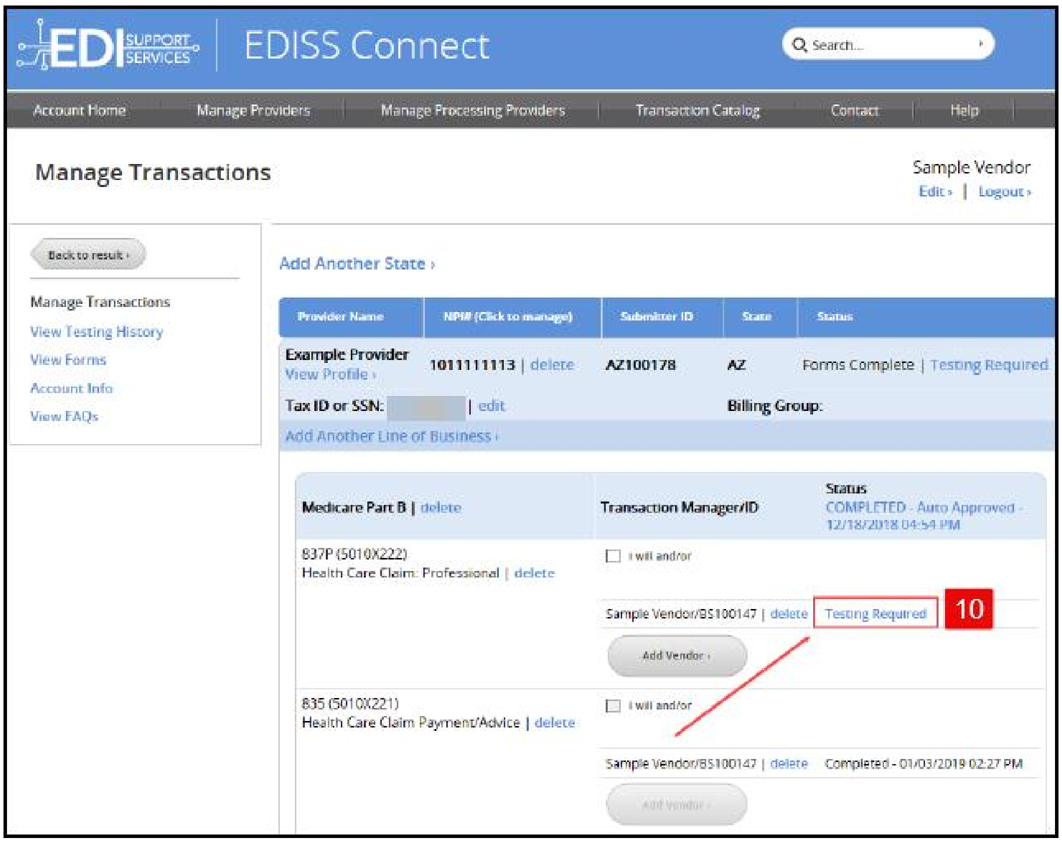
10. If a **Testing Required** link is shown, you can click on the link to upload test files for Non-Medicare lines of business into the EDISS Connect system. Medicare lines of business will need to test in the EDI Gateway System. Once testing has been completed and approved, **Testing Completed – Approved**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

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