

# Checklist for Providers

This checklist has some basic information for providers who are new to billing entirely, are adding a provider, and/or are adding additional payers.

## Contracting

Contracting with the payers should be one of the first steps. Some payers are faster at processing applications than others; some have been known to take 30-90 days. Be ready for this delay, and allow the most time for government payers (such as Medicare, Medicaid, RR Medicare, Tricare, etc.).

- Our **organization name, address, and National Provider Identifier (NPI)** are correct on the NPPES database (<https://npiregistry.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do>).
  - If you need to update the NPPES database, go to <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>.
- Our **organization name, address, and NPI** are correct on all forms required by each payer, and match the NPPES database.

## Exceptions and Recommendations

- We are a provider with Utah Medicaid **only** and they have categorized us as an “Atypical” provider. [If you check this option, you do not need an NPI.]

Recommended for organizations with group (Type 2) **and** individual (Type 1) NPIs:

- We submitted the same NPI or combination of NPIs to every payer, so that they are all consistent. (Use <https://npiregistry.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do> to check whether an NPI is group (Type 1) or individual (Type 2), or to apply for an NPI.)

## Enrolling for Electronic Transactions

Once the contracting phase is over, enrollment for electronic transactions must still be completed. In several places, this may be referenced as Electronic Data Interchange (EDI) enrollment.

### Become a member of UHIN

Enrollment information and documents are available on the UHIN website at <http://uhin.org/clearinghouse-enrollment>.

- The organization information on the UHIN paperwork matches the NPPES database and the information submitted to the payers.
- Completed and returned the Electronic Commerce Agreement.
- Completed and returned the UHIN Enrollment form (current members adding payers or providers can use the [EDI Change Form](#)).
  - UHIN will complete the enrollment for commercial payers.

## Utah Medicaid EDI Enrollment

As a government payer, Utah Medicaid requires that providers complete their own EDI Enrollment (as opposed to UHIN completing the enrollment on behalf of the provider). This can be completed **after** a UHIN Trading Partner Number (TPN) has been assigned.

- Visited the Utah Medicaid website <https://mmcs.health.utah.gov/hcfeenroll2/index.jsp> and entered the tax ID and NPI (or Medicaid contract number).
- Filled out and submitted the form with contact information and our TPN.
  - UHIN recommends that the TPN be filled in next to at least one type of claim (Professional = mostly outpatient, Institutional = mostly inpatient, Dental = dental) and the electronic remittance (835).
  - After submitting the form, allow 24 hours before billing. No testing is required.

## Medicare A and B Enrollment

As a government payer, Medicare requires that providers complete their own EDI Enrollment (as opposed to UHIN completing the enrollment on behalf of the provider). This can be completed **either** before or after a UHIN Trading Partner Number (TPN) has been assigned.

- Logged into Total OnBoarding (TOB):  
<https://noridian.totalonboarding.com/Account/Login?ReturnUrl=%2f>.
  - In case of trouble logging in, there is contact information on the “Contact” tab on the TOB login page.
- Ensured our profile with demographic and contact information is updated and accurate.
- Ensured our profile shows that we are approved for at least the 837 and 835 transaction types (this is required in order to send claims or receive reports).
  - In case of trouble finding this information, use the contact information on TOB to ask for help.
- If** approval for the 837 and 835 transaction types needed to be added, I have received confirmation from Noridian that this has been done.
- Noted for our records the Noridian Submitter ID(s) listed in our profile (will look something like “UT03210”).
- Sent the Noridian Submitter ID(s) to UHIN at [customerservice@uhin.org](mailto:customerservice@uhin.org).
  - UHIN needs to update a database with the Noridian Submitter IDs. This is a critical step for ensuring claims reach the proper destination.
- Received confirmation from UHIN that the Noridian Submitter ID(s) have been entered.

Claims can now be submitted to Medicare part A or B.

## Recommended for people new to billing:

- Submitted a small number of claims.
- Viewed reports returned by UHIN and the payer(s) to verify that all the submitted claims processed completely and expected amounts were paid.
- After the process was proved successful, submitted the rest of the claims.