EDI Support Services

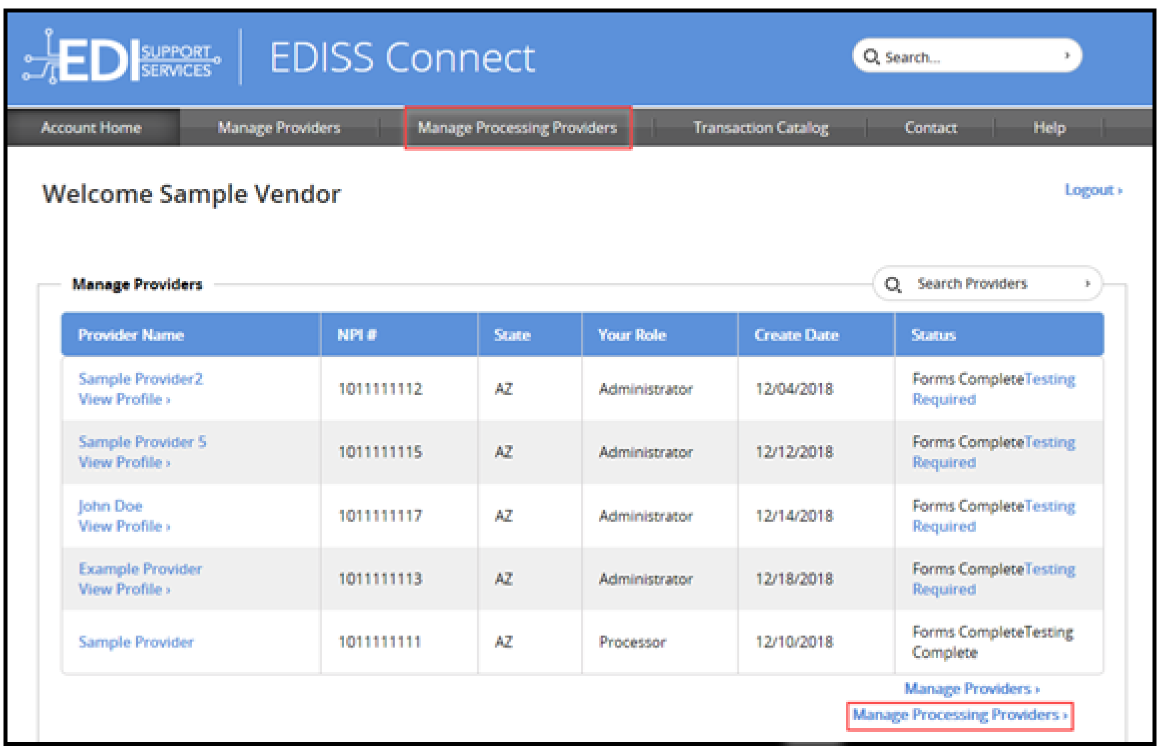
Vendors: Checking for Provider Submitter ID and Status

In this document:

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 selected you as their administrator, you will need to accept or reject the request under **Manage Providers** before you are able to see their account information.



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

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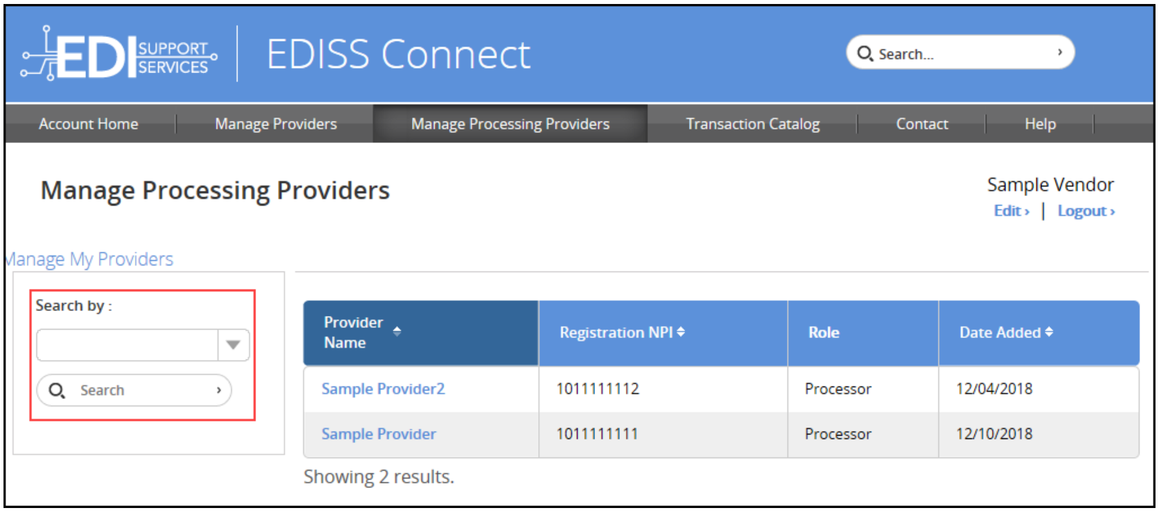
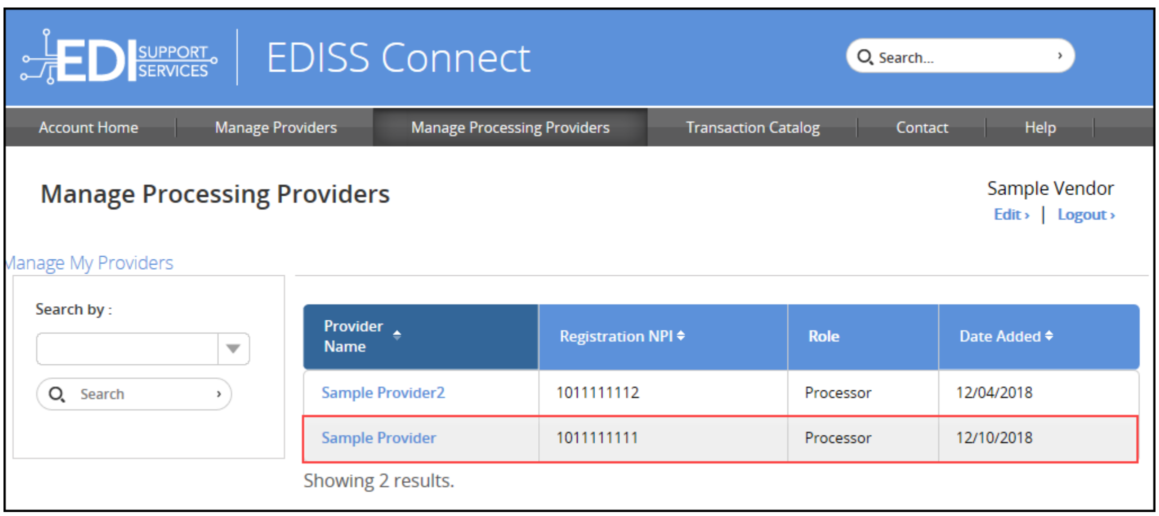


3. The provider's name will show in the list along with their NPI, role and date added.



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

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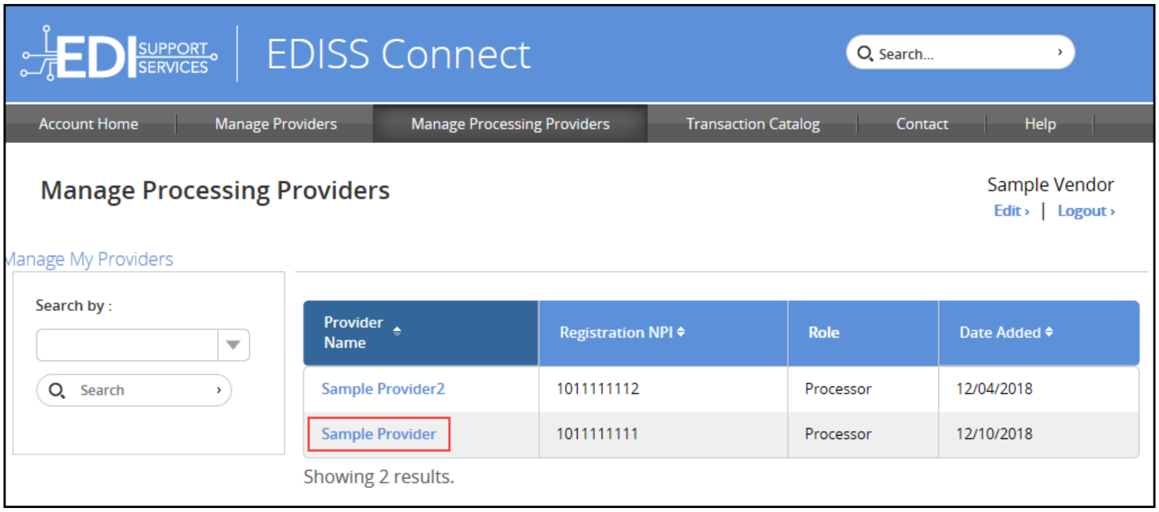
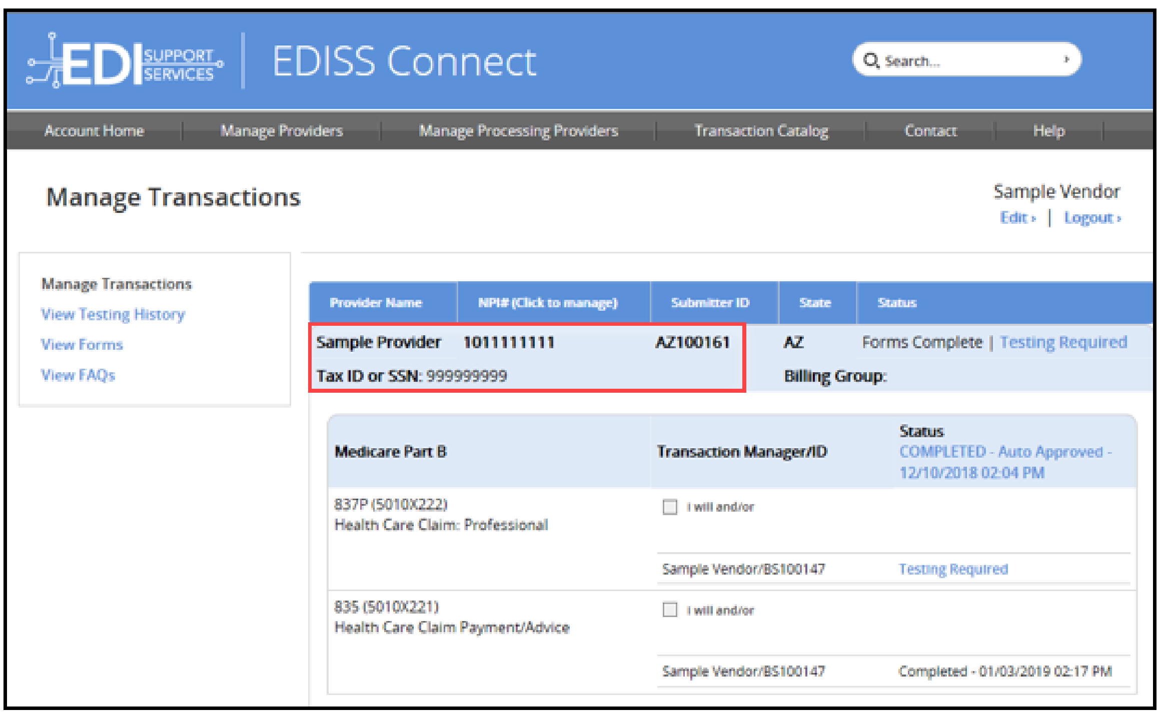


5. The detailed transactions page for a specific provider shows the provider's name, NPI, Submitter ID and Tax ID/SSN.



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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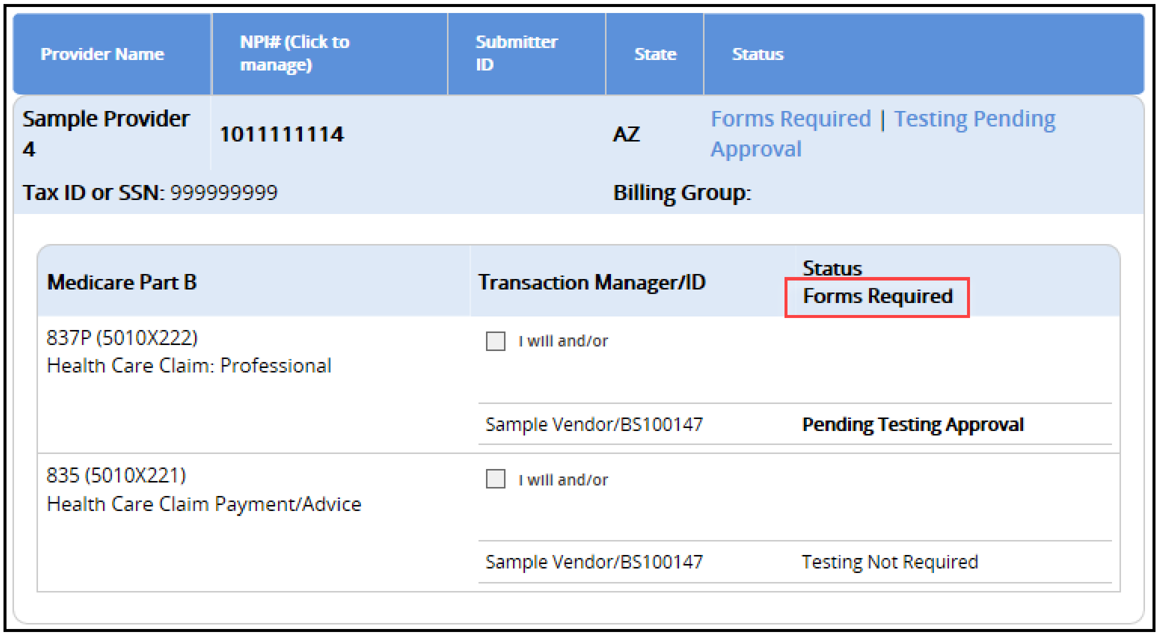
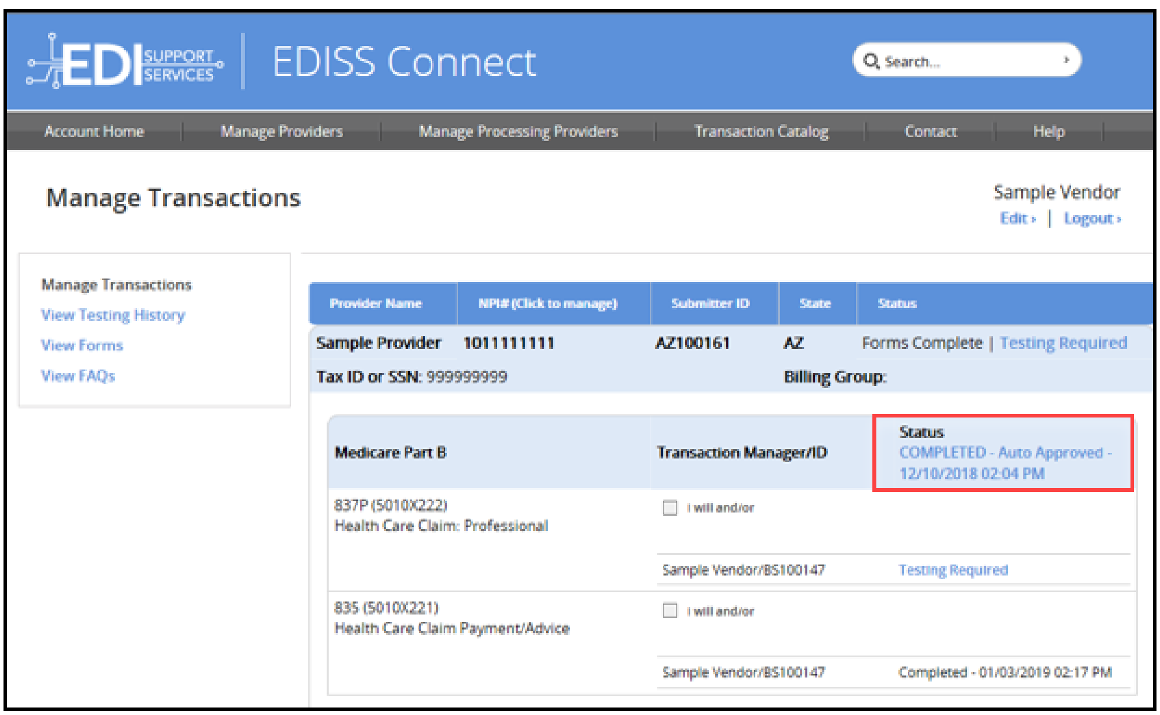


7. Once the required form is accepted and processed for this specific line of business, a date will appear as well as a statement indicating ***COMPLETED - Auto Approved***.



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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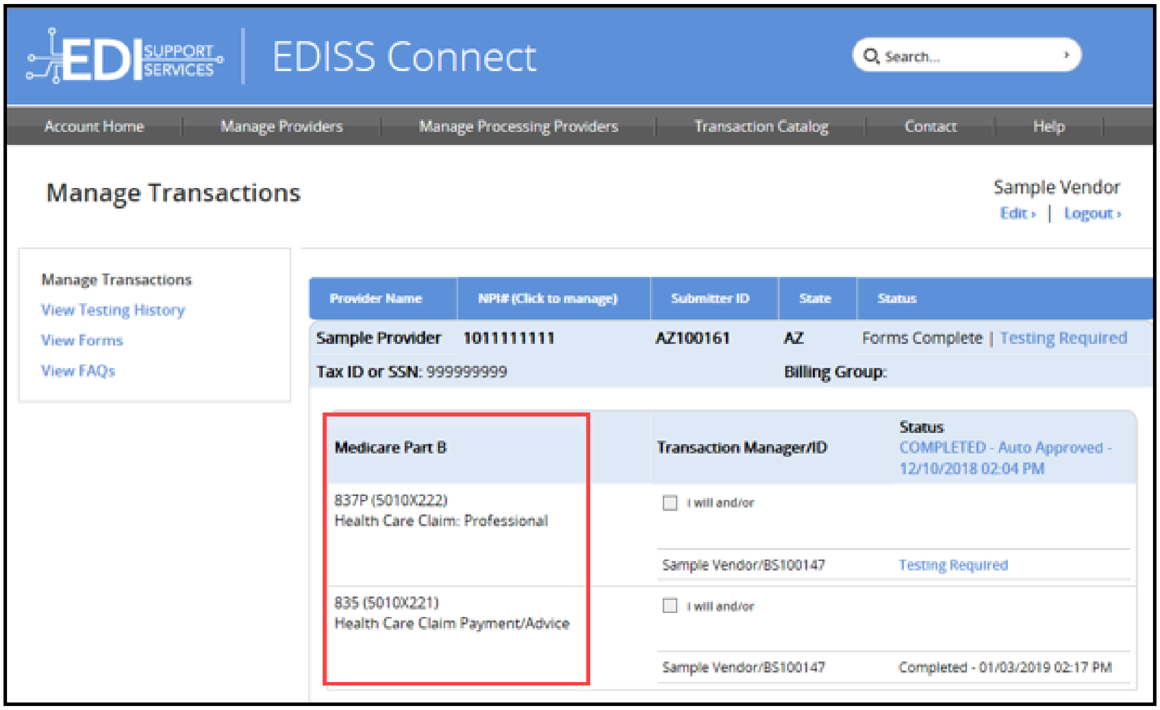
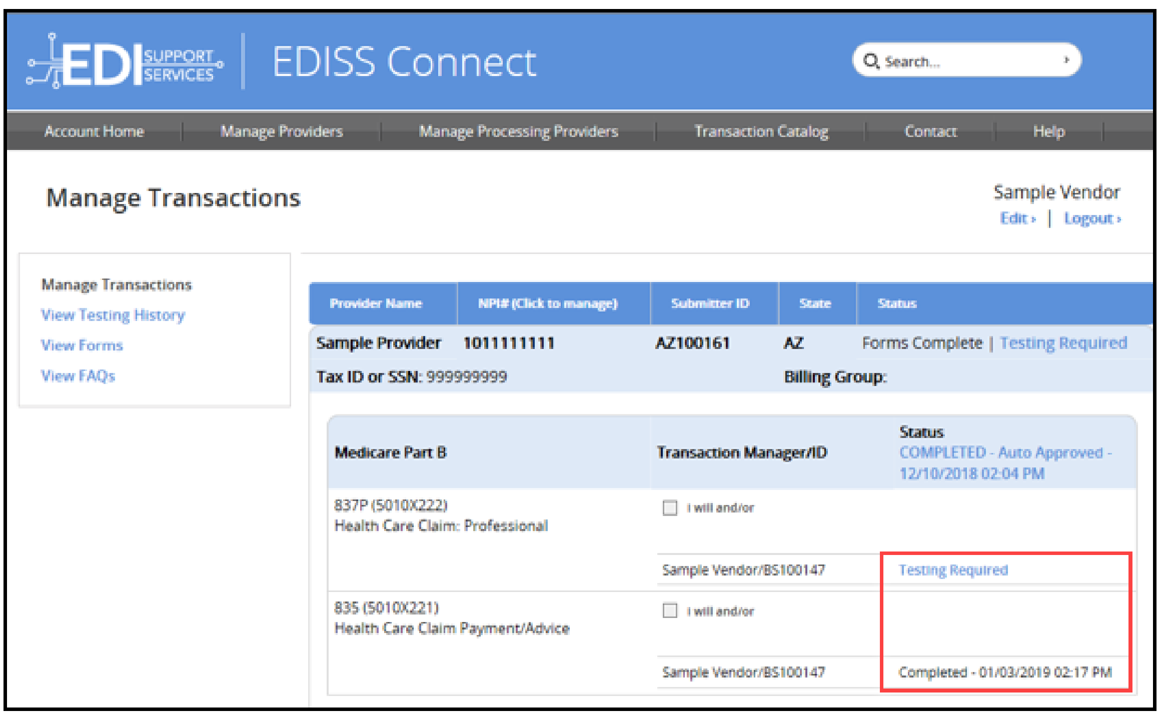


9. The **Status** section also shows if testing is required for the NPI.



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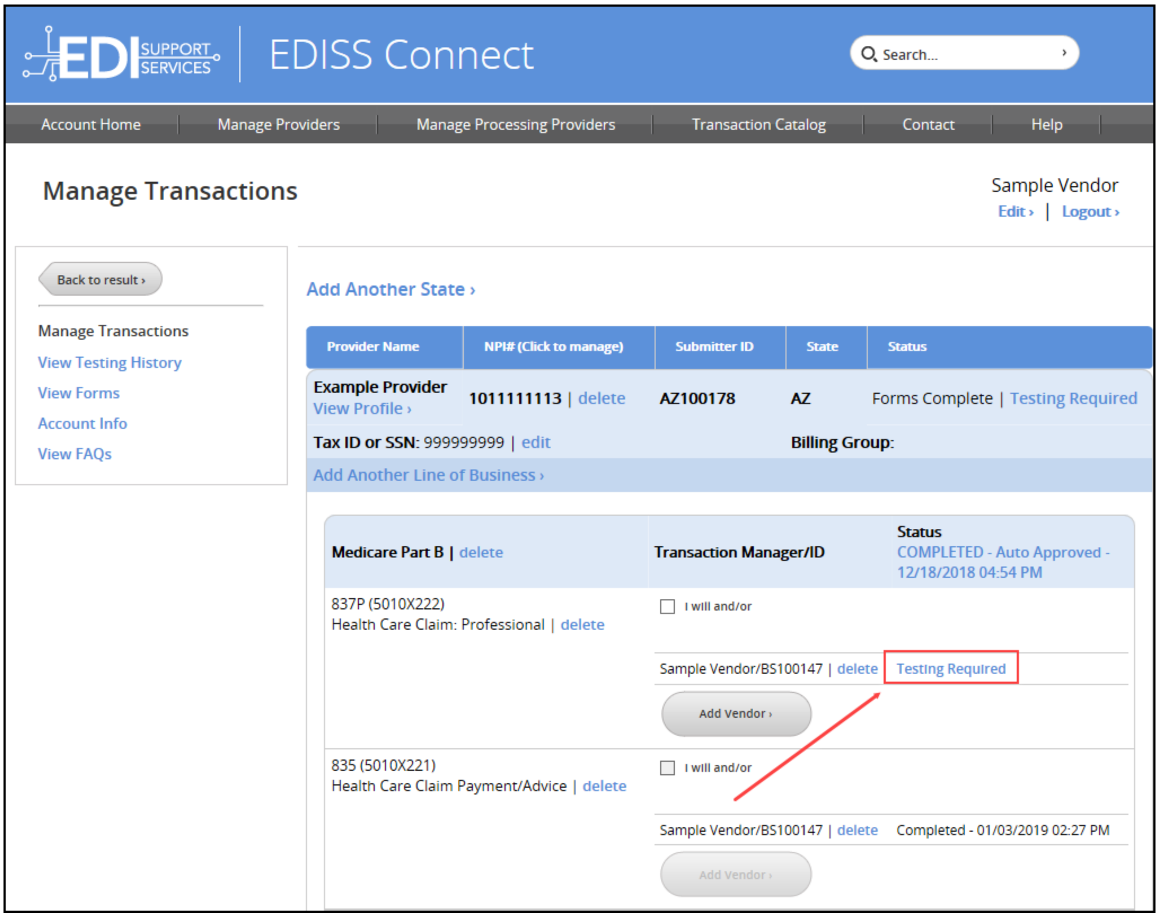
10. If a **Testing Required** link is shown, you can click on the link to upload test files into the EDISS Connect system. Once testing has been completed and approved, ***Testing Completed – Approved*** will be shown with a production date.

Note: *Only Non-Medicare lines of business can be tested through EDISS Connect. Medicare lines of business will need to be tested through the EDI Gateway System.*



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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