EDI Centralized Mass Immunizer Billing Guide

This guide is designed to provide centralized mass immunizer billers with all the necessary information to submit claims electronically to Novitas Solutions, Inc. This guide describes the enrollment process for Electronic Data Interchange (EDI) billing once the CMS-855 has been processed and the entity is approved for billing.

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New EDI provider enrollment

Novitas Solutions EDI Enrollment form

All new providers must complete an EDI Enrollment form or an EDI Novitasphere Portal Enrollment form to enroll for electronic billing. The EDI Enrollment forms can be completed online, then printed and signed Completed forms may be submitted to us by mail or fax for processing. You should keep a copy of the EDI Enrollment form for your records, and in the event any corrections need to be made. The forms and instructions for completion can be found on EDI website. Please read the instructions carefully to ensure correct completion of your form and reduce delays in billing due to form returns.

* [Novitas Solutions EDI Enrollment Form (8292)](http://www.novitas-solutions.com/webcenter/content/conn/UCM_Repository/uuid/dDocName:00004540)
* [Instructions for completing the 8292 form](https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00024714)
* [EDI Novitasphere Portal Enrollment Form - 8292P](http://www.novitas-solutions.com/webcenter/content/conn/UCM_Repository/uuid/dDocName:00024645)
* [Instructions for the Completion of the EDI Novitasphere Portal Enrollment form](https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00165901)

Once the EDI Enrollment form has been received, the documents will be reviewed for processing. Normal processing time is 5-10 business days. If an email address is included on the enrollment form, a courtesy confirmation email will be sent once the form has been processed.

After processing, a letter will be sent to the submitter address as notification to begin filing claims electronically. If you are submitting claims directly to Novitas Solutions, your submitter ID, as well as login ID will be contained in this letter, and are integral to setting up your claims transmission. If you submit through a billing service or clearinghouse, the letter will be sent to them.

If there are errors on the enrollment form, an email indicating the required corrections will be send to the contact person’s email address as provided on the form, or to the mailing address listed on the form, if no email is available.

Approved vendors

A list of approved billing software vendors, billing services and clearinghouses is available for customers who need software or wish to contract with a third party for claims submission ([JH](http://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00004528))([JL](http://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00004528)). Offices may use an in-house software but will be required to test their software prior to sending production files. Details of the testing process and requirements can be found in the 5010 Companion Guides ([JH](https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00197704))([JL](https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00197705)).

PC-ACE

The PC-ACE software program is an effective and easy-to-use system for entering Medicare claims. PC-ACE offers the ability to key all claim data prior to establishing a connection with Novitas Solutions. The program is free to download, or a CDROM version may be purchased. Roster billing of influenza, pneumococcal, and COVID-19 vaccines is available using this program. Find more details about PC-ACE on our website ([JH](https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00004595))([JL](https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00004595)).

ANSI 5010 Requirements for centralized mass immunizers billers

Central flu billers must use the ANSI 5010 837 Implementation Guide. The implementation guide can be found on the Washington Publishing Company website at <https://nex12.org>. In addition to the required segments listed in the implementation guide, the below table defines the ANSI 5010 segment requirements that must be used for centralized mass immunization billers.

|  |  |
| --- | --- |
| ANSI segment | Field requirements |
| ISA05 | Use qualifier of “ZZ” |
| ISA07 | Use qualifier of “ZZ” |
| ISA08 | Payor ID=04412 |
| 2010AA/NM108 | XX |
| 2010AA/NM109 | Enter the National Provider Identifier (NPI) number (This must be a valid 10-digit number) |
| 2300/REF01 | P4=Demonstration Project Qualifier |
| 2300/REF02 | 39=Demonstration Reference Identifier |
| 2310C/NM1 | Name of facility where services were rendered |
| NM101 | 77 |
| NM102 | 2 |
| NM108 | XX |
| NM109 | Enter the NPI of facility where services were rendered (This must be a valid NPI number) |
| 2310C/N3 | Street address of facility where services were rendered |
| 2310C/N401 | City where services were rendered |
| 2310C/N402 | State where services were rendered |
| 2310C/N403 | ZIP code where services were rendered |

Telecommunications

Connecting to TIBCO

Detailed instructions for setting up TIBCO, transmitting files and retrieving reports can be found in the Connectivity Guide ([JH](https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00004782))([JL](https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00004782)) on our website. This document will also provide information on report naming conventions and provides steps to troubleshoot connection issues. Please also read the 5010 Companion Guides ([JH](https://www.novitas-solutions.com/webcenter/portal/MedicareJH/pagebyid?contentId=00197705))([JL](https://www.novitas-solutions.com/webcenter/portal/MedicareJL/pagebyid?contentId=00197705)) prior to your first claim submission. The 5010 Companion Guides give detailed information on using TIBCO and what to expect from your EDI billing.

New EDI submitters must login to the TIBCO telecommunications server within 60 days of receiving the login ID. If a new EDI submitter does not login within 60 days, the login ID will expire. Once expired, the password will need to be reset by EDI Services. To request the password reset, call the EDI Help Desk at 1-855-252-8782, Option 3 and provide your full name, telephone number, Provider Transaction Access Number (PTAN), submitter ID, and login ID.

Sending via Novitasphere

Novitasphere is an internet-based portal used by submitters to send and receive files. Enrollment in Novitasphere and IDM is necessary to send claims via Novitasphere. For more information on Novitasphere, access the Novitasphere Homepage on the Novitas Solutions Web site. Once enrolled, Central Billers should use a claims entry software (such as PC-ACE) to create their claims or roster. Once created, follow the steps in the [Novitasphere Portal user manual supplement: Claim Submission/ERA using TIBCO](http://www.novitas-solutions.com/webcenter/content/conn/UCM_Repository/uuid/dDocName:00258505) to submit the electronic files.