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Welcome



Novitasphere

Enrollment eGuide

Thank you for your interest in Novitasphere, our free internet portal! Novitasphere saves providers valuable time and money by conducting much of your Medicare-related business online.

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Before Getting Started...

Before getting started, here are some important details that all users must comply with.

All users must:

- Have their own User ID. User IDs **cannot** be shared.

  IMPORTANT TO KNOW:

  Each person needing access to Novitasphere will need to create their own account. Sharing of User IDs is prohibited.

  Only one account is needed per person. **Do not create a second user ID** if you have previously setup an account. Multiple accounts for the same person will create access issues.

- Pass an Identity Verification process to gain access to Novitasphere.
- Log into https://www.novitasphere.com at least once every 30 days to keep account active.

Please follow along with this guide to successfully enroll for Novitasphere.

Click on Save Progress if you would like to save.

Continue to Step 1

STEP 1

Enrollment Form Completion

The first step is to complete the EDI Novitasphere portal enrollment form.

- [ ] Access the form and instructions.
- [ ] Determine who in your organization will have the duties of Provider Office Approver (POA) and Provider Office Back-Up Approver (POBA).

  These staff members have an additional responsibility of reviewing and approving access for all other office staff, and must be designated on your form. Descriptions of these roles and responsibilities are available via the link above.
- [ ] Complete your EDI Novitasphere Portal Enrollment form by carefully following the instructions provided.
- [ ] Submit your completed form by fax to 1-877-439-5479 **OR** by mail to the address listed on the form.
- [ ] Receive your email or letter confirming that the form has been processed and approved. **DO NOT** proceed to Step 2 until this notice has been received.

Save Progress

Continue to Step 3

STEP 2

IDM Setup for Provider Office Approvers (POA)

Complete this section **ONLY** after receiving the email or letter confirming that the enrollment form has been processed and approved.

The second step to enrolling for Novitasphere is to have the organization's POA complete the Identity Management (IDM) setup.

Only the staff member who was listed on the enrollment form as the POA should follow these steps.

- [ ] Create a personal IDM User ID.
- [ ] Log back into IDM with the user ID created, setup the organization's information, and request the Provider Office Approver role.
- [ ] Receive your email confirmation that Novitas Solutions has reviewed and approved or denied the access request.

Once the request has been approved, you may now access Novitasphere at https://www.novitasphere.com.

STEP 3

IDM Setup for Provider Office Back-Up Approvers (POBA)

Complete this section **ONLY** after the POA has received the email confirming that their IDM request has been processed and approved.

The third step is to have the organization's POBA complete the IDM setup.

Only the staff member who was listed on the enrollment form as the POBA must follow these steps.

If no back-up was listed, proceed to Step 4.

- [ ] Create a personal IDM User ID.
- [ ] Log back into IDM with the user ID created, and request the Provider Office Back-Up Approver role with your organization.
- [ ] Receive your email confirmation that the Novitas Solutions staff has reviewed and approved or denied the access request.

Once the request has been approved, you may now access Novitasphere at https://www.novitasphere.com.

STEP 4

IDM Setup for All Other Staff/Office Members, known as End Users

Complete this section **ONLY** after the POA has received the email confirming that their IDM request has been processed and approved.

The final step is to have all other staff/office members, known as End Users, complete the IDM setup. These staff members should **NOT** be listed on the enrollment forms.

- [ ] Create a personal IDM User ID.
- [ ] Log back into IDM with the user ID created, and request the End User role with your organization.
- [ ] The organization's POA/POBA will receive an email advising them to review the access request. They must log in to IDM to review and approve each request.
- [ ] Receive your email confirmation that the POA/POBA has reviewed and approved or denied the access request.

Once the request has been approved, you may now access Novitasphere at https://www.novitasphere.com.

Save Progress

Return to Step 3

You have completed your eGuide. Thank you.