



PAYER ID: 06102, 06202, 06302

PAYER NAME: Medicare Illinois part B, Medicare Minnesota Part B, Medicare Wisconsin Part B

### Enrollment Instructions:

Please read the following information regarding NGS enrollment for EDI (837) and ERA (835).

NGS has changed their enrollment process, guides to assist in completing the required on-line forms can be found on their site on the EDI E-Signature User Guide found [here](#).

All forms should be signed electronically by the Authorized Official for the organization.

To begin the Enrollment process:

- Go to [www.ngsmedicare.com](http://www.ngsmedicare.com) You will either sign in or 'Continue as Guest'
- Navigate to Electronic Data Interchange then EDI Enrollment

Go to the 'Start Enrollment Process' on the EDI Enrollment page. You will be prompted to accept the terms and conditions.

- Select 'I need to complete a Registration Form. (EDI Registration Form includes all EDI Part A and Part B scenarios such as claims and remits)
  - Method of Electronic Submission: Select Clearinghouse
  - Clearinghouse Name: Select Availity, LLC
  - Contact First/Last Name: Enter Client Services
  - Email: Enter [enrollments@availity.com](mailto:enrollments@availity.com)
- General Information
  - Details on how to complete the general information section of the enrollment can be found in General Information topic of the EDI E-Signature User Guide linked above.
- Choose Transaction Status
  - Select the option to 'set up' or 'change' for all transactions you would like to be set up with (837, 835)
  - Vendor Information
    - Vendor Name: Availity, LLC
    - Address: 10752 Deerwood Park Blvd S Ste 110 Jacksonville FL, 32256
    - Phone: 800-282-4548
    - Availity Trading Partner ID: 70000
- Submit your form
  - Verify all fields are correct and complete any remaining fields
  - Please have the authorized official electronically sign the form
  - Please print this pack for your records

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After submitting your form you may be prompted to complete additional forms

- EDI ERA Enrollment Form – For receiver Electronic Remittance Advise
  - Enter all required billing provider information
  - Provide Availity's Trading Partner ID: 70000
  - Select Method of retrieval
    - NOTE- Direct from Contractor option is for those submitting claims directly to Medicare
  - If you are receiving ERAs through a Trading Partner other than Availity select 'Change Enrollment' otherwise select 'New Enrollment'
- EDI Registration Form –
  - Select Obtain Trading Partner ID: Availity, LLC 70000
  - Select 837 for batch claims and 835 for electronic remittance advice

