# NH Medicaid Trading Partner Enrollment Instructions
## *Completing the Trading Partner Enrollment Application*
### **www.nhmmis.nh.gov**

➢ Click on "Enrollment" under Quick Links

➢ Additional assistance is located in the blue "Help" hyperlink at the top of each page

Click on "**Trading Partner Enrollment**" under Quick Links

➢ Familiarize yourself with **Tips, Notes, & Important Information** at the end of the instruction pages to assist in your Enrollment

  o **NOTE:** Below page is also where you can check on the status of your application, enter the Application Tracking Number (ATN) and select **submit**

  o **NOTE:** To return to a partially completed application, you can go back to it (Recall) by entering the ATN and FEIN and select **submit**

- Please read the following information and then click "**Continue**"
  - **TIP:** The Trading Partner Enrollment Signature Page will be required for this enrollment

# Identifying Information – Section 1

**Classification Section:**

➢ Select the radio button identifying the classification that best applies and then navigate to the Demographic section or the Software Vendor Details section

    o **NOTE:** The red asterisk **\*** indicates it is a Required Field

    o **NOTE:** The Software Vendor Details section will display if you choose Yes to the question: "Are you using software from a vendor?"



**Software Vendor Details if Answer Yes:**

➢ Enter the required information in the data fields displayed

➢ Select the Protocol from the drop down menu and then navigate to the Demographic section

## Demographic Section:

- ➤ Select the radio button identifying the demographic information that best applies
- ➤ Enter the required information in the data fields displayed and then navigate to the Address Information section



## Address Information:

- ➤ Enter the required information by in the data fields displayed
- ➤ Click on the "**Validate Address**" button to ensure the address meets postal standards
  - o **NOTE:** When validating the address, if it is needed to be as entered – select override
- ➤ Click on the appropriate radio button and then click on blue "**Submit**" button

## Add Location Number:

➢ Click on the blue "**Add Location Number**" and complete data fields as appropriate

➢ Click on the section blue "**Save**" and navigate to the "Location Contact Person(s)" section

**Location Contact Person(s):**

- ➢ Click on the blue "**Add Contact Person**" button to enter the Location Contact Person(s) information
- ➢ Click on the section blue "**Save**"
  - o **NOTE:** The Service Location Contact E-Mail is required
  - o **TIP:** To add additional contacts, click on the blue Add Contact Person and repeat steps as many times as necessary
- ➢ Review your information and when correct click on the blue "**Save**" button at the bottom of the page and the following will display at the top of the page on the left hand side:

  "Trading Partner details have been saved successfully. Please note your Application Tracking number XXXXX for future access to the Enrollment Application"

- Your Application Tracking Number will be displayed in the Application Links window on the left of the screen
  - **NOTE:**  It is very important to record this number as it is your record of the enrollment
- Once you have successfully saved the information, then click on blue "**Continue**" button



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**Identifying Information**

* Required Field

Trading Partner details have been saved successfully. Please note your Application Tracking number 70220 for future access to the Enrollment Application.

**Application Links**

Application Tracking Number :70220
- Instructions
✓ **Identifying Information**
- Transactions
- Provider Affiliations
- Submit Application

**Classification**

◉ Billing Agent   ○ Other Payer   ○ Carrier   ○ Clearing House   ○ Switch Vendor

? *Are you using software from a vendor?

# Transactions – Section 2

**Transactions for Transmission:**

➢ Click on either Yes or No to the question: "Would you like to send transactions?" and when completed navigate to the Transactions for Retrieval section
   o If Yes, a selection of transactions will populate, choose the appropriate transactions from the list presented
      ▪ **NOTE:** NEVER select the 834 Confirmation (EI)

**Transactions for Retrieval:**

➢ Click on either Yes or No to the question: "Would you like to retrieve transactions?"
  o If Yes, a selection of transactions will populate, choose the appropriate transactions from the list presented
    ▪ **NOTE:** NEVER select the 820 (Premium Payment)
➢ Review your information and when correct click on the blue "**Save**" button at the bottom of the page
➢ Once you have successfully saved the information, then click on blue "**Continue**" button

# PROVIDER AFFILIATIONS

➢ Click on the blue "**Add Provider**" button to add your affiliated providers
➢ Enter the required information in the data fields displayed
➢ Click on the appropriate Retrieval Transactions from the list presented
    ○ **NOTE:** NEVER select the 820 (Premium Payment)
➢ Click on the section blue "**Save**" button
➢ Review your information and when correct click on the blue "**Save**" button at the bottom of the page
➢ Once you have successfully saved the information, then click on blue "**Continue**" button

# VALIDATE APPLICATION

➢ Enter the required information in the data fields displayed
➢ Review your information and when correct click on the blue "**Save**" button at the bottom of the page
➢ Once you have successfully saved the information, then click on blue "**Validate application**" button

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**Trading Partner Enrollment - Submit Application Step 1**                                 Print | Help  –  ▢

\* Required Field

Trading Partner details have been saved successfully. Please note your Application Tracking number 70220 for future access to the Enrollment Application.

**Application Links**

Application Tracking Number :70220
● Instructions
✓ Identifying Information
✓ Transactions
✓ Provider Affiliations
✓ **Submit Application**

**Validate Application**

Click the VALIDATE APPLICATION button to check for errors on the application. If errors are found, you will be led through the application and instructed to correct each error. If there is no error found, you will be directed to the Submit Application Step 2 page for any final edits of the application before submitting.

Please enter a User ID of your choice and the following information for the Organization Administrator. The Trading Partner Organization Administrator is the person responsible for setting up and maintaining users for the Trading Partner Organization. The Organization Administrator will also be responsible for resetting user passwords.

| *Organization Name | *Organization Description | *User ID |
|---|---|---|
| Claims to Fame | Billing Agent | CLAIMS2FAME |

| Prefix | *Last Name | *First Name | MI | Suffix |
|---|---|---|---|---|
| ⌄ | Penney | Money | | ⌄ |

| *Phone # | Ext | E-Mail |
|---|---|---|
| 603-271-3330 | | missmoneypenney@claims2fa |

**Validate Application**     **Save**

If you have any questions, please contact Conduent at (603) 223-4774Ⓢ or (866) 291-1674Ⓢ.

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# CONFIRM SUBMIT

➢ Click on the blue "Edit Application" button if you need to correct or edit any information

➢ When ready click on the blue "Save" button and then click on the blue "Confirm Submit" button when ready to submit the application

# SUBMIT COMPLETE

➢ You will receive the opportunity to print your application, print the required document - Trading Partner signature Page – and exit the enrollment

➢ **TIP:** This will be your only opportunity to print the completed application, it is strongly suggested you do so