

NEW SUPPLIER CHECKLIST

Welcome to the Medicare program! As the Jurisdiction B DME MAC, we process Durable Medical Equipment, Prosthetics, Orthotics and Supplies (DMEPOS) claims and provide you with the services to assist in the billing and payment of claims for the states of Illinois, Indiana, Kentucky, Michigan, Minnesota, Ohio, and Wisconsin.

We have created the following checklist to help you start your journey to enrolling in Medicare, understanding the program, and filing a compliant and accurate Medicare claim.

ENROLLMENT

Apply, Enroll, and Register:

Apply for a National Provider Identifier (NPI)	https://nppes.cms.hhs.gov/NPPES/Welcome.do
Submit a Medicare enrollment application and Electronic Fund Transfer (EFT) form to the National Supplier Clearinghouse (NSC)	http://www.palmettogba.com/nsc
Complete forms for electronic transactions (claim submission, remittance advice) with CEDI	http://www.ngscedi.com/ngs/portal/ngscedi!/ut/p/a0/04_Sj9CPykssy0xPLMnMzOvMAfGjzOK9DSTNPP29DbwsggOdDRz9PbwDjAzdjAx8zfQLshOVAVCKRgc!/
Register for myCGS – The Jurisdiction B Web portal to check patient eligibility, claim status, claim denial information and much more	http://www.cgsmedicare.com/jb/mycgs/pdf/mycgs_registrationguide.pdf
Subscribe to the listserv DME MAC Jurisdiction B News email subscription	http://www.cgsmedicare.com/medicare_dynamic/ls/001.asp

EDUCATION

Learn about basic Medicare rules and guidelines for claim submission:

Welcome to Medicare Online education series	http://www.cgsmedicare.com/jb/education/online_education.html
Attend the following webinars (held monthly or bi-monthly): Medicare 101, Medicare 102, Documentation Requirements and Self Service Tools	http://www.cgsmedicare.com/jb/education/webinars.html

RESOURCES

Review Resources for Medicare policies and guidelines:

Jurisdiction B Supplier Manual	http://www.cgsmedicare.com/jb/pubs/supman/index.html
Local Coverage Determinations (LCDs)	http://www.cgsmedicare.com/jb/coverage/lcdinfo.html
Medical Review Claim Audit Resources	http://www.cgsmedicare.com/jb/mr/resources.html
Frequently Asked Questions (FAQs)	http://www.cgsmedicare.com/jb/help/faqs/index.html
Fee Schedules	http://www.cgsmedicare.com/jb/coverage/fees/index.html



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Review Resources for Medicare policies and guidelines:

	Pricing, Data Analysis and Coding (PDAC) Contractor	https://www.dmepdac.com/
	The Centers for Medicare & Medicaid Services (CMS)	http://www.cms.gov
	Examining the Difference Between a National Provider Identifier (NPI) and Provider Transaction Access Number (PTAN) – MLN Matters® Number: SE1216	http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1216.pdf
	Medicare Learning Network (MLN) Products	http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/index.html

JURISDICTION B WEBSITE NAVIGATION

Take a video tour of the website to learn how to find contact information, forms and self service tools:

	Website Tutorial	http://www.cgsmedicare.com/jb/education/video/tutorial.html
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PATIENT INTAKE

Make sure all information and documentation required for claim submission is collected:

	Suggested Intake Form	http://www.cgsmedicare.com/jb/forms/pdf/jc_suggested_intake_form.pdf
	Medicare Secondary Payer (MSP) Lookup Tool	http://www.cgsmedicare.com/jb/claims/msp_tool.html#tool
	Documentation Checklists	http://www.cgsmedicare.com/jb/mr/DocumentationChecklists.html
	Dear Physician Letters – Documentation Requirements	http://www.cgsmedicare.com/jb/mr/Doc_Req.html

CLAIM SUBMISSION

Review information about how to submit your claim:

	Submitting a Claim Web Page	http://www.cgsmedicare.com/jb/claims/sub/index.html
	Interactive Claim Form Instructions	http://www.cgsmedicare.com/jb/help/1500_Claim_Form.swf

WHERE TO GO FOR HELP

For claim specific assistance:

	Customer Service	http://www.cgsmedicare.com/jb/cs/index.html
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For education on policies and guidelines:

	Community Coach Program	http://www.cgsmedicare.com/jb/education/ccp.html
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