



Capario
1901 E. Alton Ave. #100
Santa Ana, CA. 92705
Phone: (800) 792-5256 Option 1
Fax: (404) 877- 3324
provider.enrollment@Capario.com

Payer Agreement Instructions for DMERC

Region A: MR030 / Region B: MR031 / Region C: MR032 / Region D: MR024

Please ensure your Capario contract is updated with the line of business you wish to enroll and complete the payer enrollment process BEFORE submitting claims to Capario for this payer. If you are unsure about your current status please contact Capario sales at: sales@capario.com or 800-586-6870.

We recommend enrolling using the convenience of our enrollment tool located on the Capario portal. This tool allows you to enter providers, select the payers and transactions for which you want to enroll, and produces pre-filled forms for processing. If you are not currently using the Capario portal, you can contact us at sales@capario.com and our team will ensure that you are set up and will provide a quick tutorial on using the enrollment tool.

Enrollment can be completed without the enrollment tool by following the instructions below.

Guidelines for Enrolling with this Payer

To enroll with any of these DMERC payers, complete the payers online enrollment as described below, and also complete the Capario enrollment spreadsheets and email them to our EDI Team.

1. CMS EDI Enrollment Agreement

- **Go to:** <http://www.ngscedi.com/forms/formsindex.htm> - Click on CMS EDI Enrollment Form.
- Review the agreement. Go to Section C and enter this information:
 - Name, Address and Phone: Enter information for your site.
 - Email Address: Provider.Enrollment@Capario.com
 - DME NSCs and NPI fields: Enter information for your site.
 - Select: Joining an Existing Submitter ID#
 - Submitter ID#: C08451487.
 - Submitter Name: Capario.
 - This Submitter is a Clearinghouse, Billing Service or Third Party Biller: Select 'Yes'.
- Click on the Submit Button. A printable form, with your information, will appear.
- Print, sign and date your completed form.
- Go to the next step and complete the Supplier Authorization Form.

2. Supplier Authorization Form

- Go to: <http://www.ngscedi.com/forms/formsindex.htm> - Click on Supplier Authorization Form.
- EDI Transaction, i.e. X12 Transactions and other types of files:
 - For Claims: Check ASCX12 837 Claim.
 - For ERA: Check ASCX12 835 Remittance.

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- Complete the form as follows:
Submitter and/or Receiver Information
 - Entity Name: Capario
 - Operating as a: Clearinghouse
 - Submitter ID: C08451487
 - Street: 1901 East Alton Ave., Suite 100
 - City, State & Zip Code: Santa Ana, CA, 92705
 - Contact Name: Enrollment Department
 - Contact Phone Number: (800) 792-5256, Option 1
 - Contact Email Address: Provider.Enrollment@Capario.com

DME Supplier Information

- Complete all information for your site.
- Click on the Submit Button. A printable form, with your information, will appear.
- Print, sign and date your completed form.

Fax the EDI Enrollment Agreement & Supplier Authorization Form to:

National Government Services EDI Customer Support
Syracuse, NY
FAX: (315) 442-4299

3. Complete the Capario Enrollment Spreadsheets (located in our Resource Center):

- Capario Provider Spreadsheet - This is completed for each new provider.
http://www.capario.com/downloads/xls/provider_bulk_spreadsheet-Interim.xlsx
- Capario Payer Enrollment Spreadsheet - This is completed when requesting enrollment with a payer for providers previously added to the Capario system. Please note the instruction tab on each spreadsheet form for details about the information to enter in each column.
http://www.capario.com/downloads/xls/enrollment_bulk_spreadsheet-Interim.xlsx

Email the completed spreadsheet(s) to:

provider.enrollment@capario.com

Questions? Contact Capario EDI Enrollment at: (800) 792-5256 Option 1