

DSH EDI Frequently Asked Questions and Answers

DSH EDI Forms:

1 = DSH Submitter Enrollment Form

2 = Hospital Provider Authorization Form (may be submitted directly by the Authorizing Hospital or by the Submitter)

3 = DSH Trading Partner Agreement

All forms require original signatures

Question: I am a hospital or vendor working with a hospital on Medicare DSH cost reports. I want to conduct DSH edibility transactions for periods longer than one year ago. Which DSH EDI forms do I need to complete?

Answer:

Type of Submitter	Required Forms
Hospital submitting DSH transactions for my one hospital	Submit forms 1 & 3 with original signatures
Hospital with several locations submitting DSH transaction for only one location	Submit Forms 1 & 3 with original signatures
Hospital with several locations submitting DSH transaction for more than one hospital location	Submit forms 1 & 3 with your hospital's information, and list the other hospitals for which you will be submitting DSH transactions on page 7 of form 1, <i>and</i> Submit form 2 for each hospital listed on page 7. All forms require original signatures. Please note: Your submitter enrollment form will be pended until all applicable form 2s are received and approved.
Hospital with several locations and each location is submitting their own DSH transactions	Each hospital must submit forms 1 & 3 with original signatures.
Consultant (non-hospital) submitting DSH transactions on behalf of one hospital or several hospitals	Submit forms 1 & 3 with your consultant (non-hospital) information, and list the hospital(s) for which you will be submitting DSH transactions on page 7 of form 1, <i>and</i> Submit form 2 for each hospital listed on page 7. All forms require original signatures. Please note: Your submitter enrollment form will be pended until all applicable form 2s are received and approved

Question: I already have an EDI Trading Partner ID. Do I need to get another one to submit DSH transactions?

Answer: Yes and No. You may submit DSH transactions with your current EDI Trading Partner ID for dates of service that are less than one year old from today's date. If you want to submit dates of service that are more than one year old from today's date, you must apply for a DSH EDI Trading Partner ID. Please see the grid above to determine which forms you will need. All forms require original signatures.

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Question: How do I submit requests for eligibility verification?

Answer: There are several methods to verify eligibility:

- ✓ Web Portal Interactive: You can request eligibility for a single patient interactively (real-time) for dates of service that are less than one year old from today's date.
- ✓ Web Portal Batch: You can request eligibility for up to 99 patients through the Web Portal's batch eligibility function for dates of service up to five years old from today's date.
- ✓ Batch Eligibility via the Host: You can request eligibility for up to 99 patients through a regular batch eligibility service for dates of service up to five years old from today's date.
- ✓ Colorado Medical Eligibility Response System (CMERS): The voice response system allows you to ask for eligibility for a single date of service up to a year old. This is not recommended for DSH purposes.

For Medicare DSH cost reports only: To submit batches for more than 99 patients, you will need to work with a vendor for special processing options.

Question: I need to verify DSH eligibility for a patient who was in the hospital for 18 months. Can I do this in one query?

Answer: No. You will need to split the dates of service so that your request is for no more than 12 months in one query. Submit the remainder of the hospital stay (six months) in another query. It may be easiest to request based on the Medicare DSH cost report dates.

Question: How can I tell the difference between my current EDI Trading Partner ID and my new DSH EDI Trading Partner ID?

Answer: There is no difference in the numbering scheme used for your new DSH Trading Partner ID and your original EDI Trading Partner ID. You will need to make note of which is which. Be sure give the DSH Trading Partner ID only to the people working on the DSH cost reports.

Question: Do I need to use the regular Trading Partner ID for dates of service up to a year old, and then use the DSH Trading Partner ID for dates of service from two years to five years old?

Answer: No. You can use the new DSH Trading Partner ID for all dates of service from today through five years old. As noted above, you must use the new DSH Trading Partner ID for dates of service older than one year old, though it will also work for dates within the last year.