LTC Providers Must Complete All Information in EDI Agreement

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TMHP requires all Long Term Care (LTC) providers to complete the Electronic Data Interchange (EDI) Agreement before they can submit or retrieve electronic files. A new agreement is required for:

- New providers.
- Providers involved in a change of ownership (CHOW).
- Providers who have changed their legal name.

Only one LTC provider number per agreement is allowed.

EDI agreements must be complete, accurate, and contain original signatures. The agreement contains two EDI Agreement forms, both of which must be filled out, and one informational section titled “Getting Started with Electronic Services.” Providers must include all of the following within the EDI agreement:

- Legal Name of Provider including DBA (Doing Business As)
- Provider Number
- A handwritten signature

All sections of the EDI agreement must be completed and mailed to TMHP. Agreements that are faxed, emailed, or have photocopied signatures will be rejected.

Once the agreement has been processed and validated, one copy of the EDI agreement is returned to the provider with the signature of a TMHP representative. The LTC provider may begin to submit and retrieve electronic files once they receive the TMHP signed copy of the agreement.

For more information about the EDI agreement, contact the EDI Helpdesk at 1-888-863-3638.