# Trading Partner Enrollment Instructions

## Trading Partner

Electronic Data InterChange (EDI) is a faster and more efficient way of communication for claim submission. The Trading Partner Agreement (TPA) stipulates the general terms and conditions under which the partners agree to exchange information electronically.

## Trading Partner Enrollment

The Trading Partner Maintenance function allows new Trading Partners to submit their enrollment forms on-line.  Connecticut Medical Assistance Program Providers and their authorized agents gain access to the Secure Web Site by completing a Trading Partner Agreement and Trading Partner Profile on line. After the application is successfully submitted, the submitter can view, print or save the Trading Partner Agreement with the application data as a PDF file.  Detailed instructions for completion of the on-line enrollment application can be found in Chapter 10 of the Provider Manual, available at www.ctdssmap.com by selection Information > Publications and selecting the link to Chapter 10.

After enrollment, two system generated letters are sent to the new Trading Partner, one containing their Trading Partner ID and one containing their PIN, with instructions for completing their Secure Web account set up and certification process.

The ID number and PIN allow access to the Secure Web site, where the Trading Partner is able to configure the organization's access by creating individual clerk IDs which have specific permissions for access to Secure Web functions and specific provider information. The Trading Partner uses its administrative password to maintain the access of its clerks, and to update the Trading Partner profile. Trading Partners follow the same security process as the providers. Within the Secure Web site, Trading Partners can download their own transaction submission reports, responses, and remittance advices for providers who have authorized the Trading Partner to receive them. Providers and their authorized agents can view their own claim history and submit new claims or adjustments for the provider number associated with the logon ID.