



Remittance and Status Reports in PDF Format and NCCI Information Request Form Instructions

Please complete the "Remittance and Status Reports in PDF Format and National Correct Coding Initiative Information Request Form". Attach one Remittance Advice (RA) cover page (no Protected Health Information; PHI) for each Provider number you wish to enroll and return them either by email, fax, or postal mail. **Failure to complete the form entirely, correctly and to include RA cover page(s) may result in a delay in processing.**

Important: The cover page (this page does not include any PHI) of each paper RA must be attached showing the provider number, provider name and address for each provider number associated with this request.

If you are a new Medicaid provider and have never received a paper RA, you may send on company letterhead stating the Medicaid provider number(s), NPI(s), address and an RA has not been received to accompany the request form.

Note: The request form is to be completed by providers only. If the provider wishes the PDF RA or NCCI information be available to their billing agent or vendor, the provider must complete the form giving authorization for that billing agent or vendor to receive the PDF RA and NCCI information.

Please choose **ONE** of the three following methods for sending request form and attachments:

Email: (PDF FORMAT ONLY)

Please scan the request form and RA pages then email to:

ECSPDF@hp.com

Fax:

Fax your request form and RA pages to:

919-859-9703

Attn: ECS Unit – PDF RA/CCI Request

Mail:

Mail your request form and RA pages to (Please place all information on outside of envelope):

HP Enterprise Services
ECS Unit
2610 Wycliff Rd., Suite 401
Raleigh, NC 27607

The RA in PDF format and NCCI Information will be available through the NCECSWeb Tool within two checkwrites after HP Enterprise Services receives your request. Thank you for your cooperation.

For set up of more than 100 provider numbers or for further assistance, please contact the HP Enterprise ECS Unit at 1-800-688-6696 Option 1.



Remittance and Status Reports in PDF Format and National Correct Coding Initiative Information Request Form

This form is used by PROVIDERS for the purpose of establishing access to the Remittance and Status Advice (RA) in PDF format and National Correct Coding Initiative (NCCI) Information. It is a requirement that the form be completed and signed off by an official representative of the provider.

Date: _____ Number of pages including this form: _____

Choose from the following: (Only Choose *One* Option)

- I currently have an NCECSWeb Tool Login ID and need direct access to PDF RA and NCCI Information. My current Login ID: _____
- I authorize my Vendor/Billing Agency access to my PDF RA and NCCI Information on my behalf. Vendor/Billing Agency's: Name: _____ Login ID: _____
- I wish to have direct access to the PDF RA and NCCI Information and need to have a new NCECS Webtool Login ID assigned: _____
- I wish to discontinue all access to my PDF RA and NCCI Information under Logon ID: _____

IMPORTANT – Be sure to attach your RA cover page(s) or cover letter

Please Complete: _____

Provider Name: _____

Contact Name: _____

Address: _____

Telephone Number: (____) ____-_____

Fax Number: (____) ____-_____

Email Address: _____

I hereby certify that the provider numbers indicated by the RA pages included with this form are under my direct control and access; therefore, I authorize HP Enterprise Services, as fiscal agent for the State of North Carolina, to initiate, change or cancel my enrollment to receive the RA in PDF format and NCCI Information. *This authority is to remain in full force and effect until HP Enterprise Services has received written notification, from either myself or a verifiable Officer of the Agency, of the account's termination in such time and in such a manner as to afford HP Enterprise Services a reasonable opportunity to act upon it.*

Printed Name: _____

Authorized Signature: _____