

Instructions for completing the Direct Data Entry (DDE) Access Request Form

The attached form is to be completed by Wisconsin Physicians Service (WPS) Legacy Providers only (Providers formerly with Mutual of Omaha).

Please note that sharing of IDs and passwords is prohibited and is a violation of CMS regulations. The EDC Logon IDs are for use solely by the employee of the facility listed in section 1.

Complete the section(s) for the DDE service(s) you are requesting. Forms that are not legible or filled out completely will be returned. If additional space is needed attach a separate sheet.

Section 1 - Contact information: This section is a required field and must be completed by the facility requesting access to the DDE System.

Section 2 - New EDC Logon ID: This section is used to request Logon IDs for users who never had an EDC Logon ID.

Requesting IDs for a user that already has an EDC Logon ID will be returned by the EDC and delay the processing of the request. (See section 3 for instructions for users who already have an EDC Logon ID)

List the user's name, type of access needed, PTAN/Provider number(s) the new EDC Logon ID(s) will need access to or list a current EDC Logon ID that you would like the new EDC Logon ID modeled after. If the PTAN/Provider number is unknown, list the NPI number.

The EDC Logon ID will suspend if not used at least once every 30 days, and deactivated after 60 days.

Access Description: **View access** is the capability to view claims only and access to the Common Working File (CWF). **Full access**, gives you access to the CWF and the capability to enter and correct claims etc.

Section 3 - Add Access to an EDC Logon ID established through another FI: Only one EDC Logon ID is allowed per user, therefore, if an employee currently has an EDC Logon ID through WPS MAC J5 or another Fiscal Intermediary (FI) for example Noridian, NGS, Palmetto GBA etc., please do not request a new ID. Complete this section to add the WPS Legacy PTAN/Provider number(s) to your current EDC Logon ID. **You will need to contact your software vendor to obtain the WPS Legacy Application if you do not already have access.**

Section 4 - Re-activate EDC Logon ID: Logon IDs are deactivate after 60 days of non-usage. Complete this section to reactivate the ID. The Logon ID can only be reactivated for the person the ID was originally assigned to.

Section 5 - Add PTAN/Provider number to an existing WPS Legacy EDC Logon ID: Complete this section if you have a WPS Legacy Logon ID and need access to another WPS Legacy provider.

Section 5A - Provider Third Party Authorization (not applicable to Corporate Offices or Central Business Office (CBO): If a third party is requesting access to a provider listed in section 5, the provider must complete this section.

Section 6 - Terminate EDC Logon ID: Complete this section to terminate Logon IDs that are no longer needed or an employee has terminated their employment with the facility.

Section 7 - Machine ID: Complete this section if a machine is used to status claims or check the Common Working File (CWF) eligibility information. A six character Logon ID and a non-expiring password will be assigned. **WPS does not support the set-up of the machine IDs**



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Section 1 - Contact Information Required Field

Select facility type Provider Corporate Office Central Business Office (CBO) Third Party

Facility Name: _____

Facility Address: _____

City: _____ State: _____ Zip code: _____

Contact Person: _____
(Printed Name) (Title)

Signature: _____ Date: _____

Contact Phone#: _____ Contact Fax#: _____

Email: _____

Section 2 - New Logon ID Request

User's Name First name, middle initial, last name	Access		List the PTAN/Provider number(s) or a current EDC Logon ID you would like the new EDC Logon ID modeled after.
	View	Full	

Section 3 - Add Access to an EDC Logon ID established through another FI

User's Name First name, middle initial, last name	Access		EDC Logon ID	List the PTAN/Provider number the EDC Logon ID will need access to. If the PTAN/Provider number is unknown, list the NPI number
	View	Full		

Section 4 - Re-activate EDC Logon ID

User's Name	EDC Logon ID	User's Name	EDC Logon ID



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[] Section 5 - Add PTAN/Provider number to an existing WPS Legacy EDC Logon ID

User's name	EDC Logon ID	List the PTAN/Provider number(s) that the existing EDC Logon ID(s) will need access to. If the PTAN/Provider number is unknown, list the NPI number		

Section 5A - Provider Third Party Authorization

I, _____ of _____ authorize
 (Print contact name) (Print Provider name)

_____ to access claim and eligibility information on our behalf, effective _____
 (Name of Third Party listed in Section 1) (Date)

Signature: _____ Title: _____

Provider Address: _____

City: _____ State: _____ Zip Code: _____

Contact phone#: _____

[] Section 6 Terminate Logon ID

User's Name	EDC Logon ID	User's Name	EDC Logon ID

[] Section 7 - Machine ID

Machine Name	List the PTAN/Provider number or EDC Logon ID to model the new ID after			

Fax the completed form to 402-351-6188, Attention: DDE Systems Department

This request may take up to 30 business days to complete. If you have any questions, contact the DDE Systems Department at 866-734-6656, option 2 or email us at Medicare.DDE.Analysts@wpsic.com