TO: **Medicare Advantage Organizations Submitting Encounter Data**

RE: **EDI Enrollment and Submitter Application for Encounter Data**

Welcome to the Customer Service and Support Center (CSSC) for Medicare Advantage (MA) Organizations submitting Encounter Data. The CSSC and the Encounter Data Front-End System (EDFES) look forward to working with you in all aspects of the submission of risk adjustment data.

The following information must be completed and sent to the CSSC for enrollment for the submission of data for Encounter Data:

- EDI Agreement for Encounter Data collection
- Online Submitter Application
- Encounter Data Connect:Direct Specifications (for Connect:Direct users only)

Please note the following for submitting Encounter Data:

- A CMS Encounter Data EDI Agreement must be completed by each submitter and on file with CSSC, prior to submitting Encounter Data. The agreement must be signed by an authorized agent of the organization and returned to CSSC Operations at the address provided.

- **Use of Third Party Submitters:** If the submitter will be an entity other than an MA organization, the Submitter must complete the Submitter ID Application form and the MA organization must complete the EDI Agreement. This EDI Agreement must be completed, signed and returned for each Plan number submitting data. Regardless who submits the data, CMS holds the MA organization accountable for the content of the submission.

- A Submitter ID (ENHnnnn) will be assigned to you by the CSSC and will remain effective for ongoing submission of encounter data. This is the unique ID assigned to the Plan or entity that will submit data and retrieve reports. Please complete the online Submitter Application and return the completed EDI Agreement to CSSC Operations.

- You will be submitting all Encounter Data to the EDFES. Data can only be submitted in the ANSI 5010 format. All data submitted to the front-end will be sent to the Encounter Data Processing System (EDPS) in the ANSI 5010 format.

- Datasets are required to be set up for Connect:Direct users. The Encounter Data Connect:Direct Specifications should be completed and returned to the CSSC with the Submitter Application and the EDI Agreement.

- Reports are returned on all data submitted. Naming conventions of the reports will be posted on the **www.csscoperations.com** web site at a later date.

We encourage you to visit the site and register for e-mail notification of all updates. Please contact the CSSC Help Line with any questions regarding the information provided.

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