



**FIRST COAST**  
**SERVICE OPTIONS, INC.**

WHEN EXPERIENCE COUNTS & QUALITY MATTERS

## Getting Started with Direct Data Entry (DDE)

## **DIRECT DATE ENTRY (DDE)**

First Coast Service Options Inc. (First Coast) is pleased to offer direct data entry (DDE) to our Medicare Part A providers. DDE will allow you to perform the following functions:

- ◆ **DDE Claim Entry**

You can enter new claims directly into the Medicare Part A claims processing system. You can use this function to supplement your current electronic claim submission method.

- ◆ **DDE Claim Correction**

You can correct claims, which have been moved to a “return to provider” status. This status indicates that there is information missing from the claim that is necessary for processing.

- ◆ **Claim Status Information**

You can access historical claim data, including paid, denied, suspended, “return to provider” status, and rejected claim information.

- ◆ **Claim Adjustment**

You can create on-line adjustments to your paid and rejected claims.

- ◆ **Inquiry Applications**

You can access updated file references, which can provide information for HCPCS and revenue code verification.

- ◆ **Beneficiary Eligibility Verification**

You can perform inquiries regarding your patient’s Medicare entitlement and utilization. This includes entitlement dates, deductible status and more.

**Prior to using DDE you must follow the “Steps for Participation” on the following page.**

## STEPS FOR PARTICIPATION IN DIRECT DATA ENTRY

**Note:** This document contains references to sites operated by third parties. Such references are provided for your convenience only. First Coast does not control such sites, and is not responsible for their content. The inclusion of these references within this document does not suggest any endorsement of the material on such sites or any association with their operators.

### (1) Establish connection

You may use any connectivity vendor who is able to establish a connection to Medicare's EDC (enterprise data center). Following are vendors who have provided us with their contact information.

ABILITY  
1-888-895-2649

AHDS  
1-877-214-0990

ECC  
1-535-377-1850 X224

IVANS  
1-800-548-2690

**(2) Complete the appropriate form:** Using the following information, complete the applicable forms.

#### Required

- Electronic data interchange -- fax coversheet ([http://medicare.fcso.com/EDI\\_forms/231606.pdf](http://medicare.fcso.com/EDI_forms/231606.pdf)).
- DDE (direct data entry) user ID request form ([http://medicare.fcso.com/Direct\\_data\\_entry/137920.pdf](http://medicare.fcso.com/Direct_data_entry/137920.pdf)).

#### Conditional

- EDI enrollment form: required when there is not one on file for the provider ([http://medicare.fcso.com/EDI\\_Forms/](http://medicare.fcso.com/EDI_Forms/)).
- Network Service Agreement – third party agents such as billing services (representing providers) applying for DDE are required to complete this form (<http://medicare.fcso.com>).

#### Optional

1. DDE onsite training application: fees are based on training location and payment must be submitted with the application ([http://medicare.fcso.com/Direct\\_data\\_entry/137844.pdf](http://medicare.fcso.com/Direct_data_entry/137844.pdf)).

### FAX COMPLETED FORMS USING THE ELECTRONIC DATA INTERCHANGE FAX COVERSHEET

Once your application has been processed, you will be sent your DDE User IDs. You will need to work directly with the vendor of your choice for connectivity.