

May 3, 2005

**Re: Enforcement of Mandatory Electronic Submission of Railroad Medicare Claims**

In accordance with CMS Change Request 3440, all paper submitters of Railroad Medicare claims will be required to provide documentation as to why they are unable to submit claims to Railroad Medicare electronically. This change is scheduled to be implemented July 2005.

If you do not currently submit claims to Railroad Medicare electronically, and would like to see if you qualify for an exception, please call the Palmetto GBA office or visit their website at [www.palmettogba.com](http://www.palmettogba.com). Unless you meet one of the exceptions, any paper claims that you submit to Railroad Medicare will be denied.

To enroll with Railroad Medicare for electronic claim submissions please take the following steps to ensure you are ready to submit electronically by the July 2005 deadline:

**Step 1 – For providers that DON'T have a Railroad provider number.**

You must first be enrolled with your state Medicare office (example Noridian or Trailblazer, etc).

Once you are enrolled for Medicare claims you must submit only one Railroad claim, using the HCFA 1500 form, to Railroad. Once Railroad receives this claim and notices that you (the provider) don't have a Railroad Provider number, then Railroad will contact the provider with their Railroad Provider number.

Providers must use this process to obtain the provider number. You should NOT submit a Railroad Medicare Provider Application form.

**Step 2 – For providers who have a Railroad provider number, but have never submitted claims electronically**

As a Railroad provider, to submit claims electronically to Railroad, you must complete an EDI Enrollment Packet. You must already have a Railroad Provider number to list on this form otherwise the form will not be processed. Once this form is processed by Railroad they will send a letter to you with your Submitter ID and approve you to submit electronic claims.

The EDI Enrollment Packet is located at:

[http://www.palmettogba.com/palmetto/Providers.nsf/\\$\\$ViewTemplate+for+Docs?ReadForm&Providers/Electronic+Data+Interchange+\(EDI\)/Railroad+Medicare/EDI+Enrollment](http://www.palmettogba.com/palmetto/Providers.nsf/$$ViewTemplate+for+Docs?ReadForm&Providers/Electronic+Data+Interchange+(EDI)/Railroad+Medicare/EDI+Enrollment)

If these steps aren't followed exactly, Railroad just disregards the provider's request and will not notify you that your request has been rejected.

Provider Relations