



Trading Partner Agreement Matrix

Section	#	Data Element	Description	MCARE FAQ
Introduction	1	TPA Date	Date TPA is originally filled out	The date the TPA is originally filled out must be the same as the signature date.
Introduction	2	Trading Partner Name	Organization's Name (Doing Business As – DBA)	The trade name under which the business name is advertised.
Section V	3	Trading Partner Authorized Representative Signature	Signature of Authorized Representative (AR)	Signature of the person responsible for business decisions on behalf of the HETS system.
Section V	4	Title	Title of Authorized Representative	Job/Company title.
Section V	5	Printed Name of Trading Partner Authorized Signer	Printed Name of Trading Partner Authorized Signer	Printed name of the person responsible for business decisions on behalf of the HETS system.
Section V	6	Date Signed	Date Authorized Representative signed TPA	The date the AR signed the TPA.
Section V	7	Telephone Number	Direct phone number to Authorized Signer	Direct phone number that the AR can be reached at immediately (desk, cell, etc.).
Section V	8	E-Mail Address	Direct email address to Authorized Signer	Direct company email address that the AR can be reached at immediately. Organization's email address if applicable.
Appendix B	9	Security Officer Name (Optional)	Name of Security Representative for Organization	The Security Representative is the responsible person handling IT Security for the DBA organization.
Appendix B	10	Security Officer Title (Optional)	Title of Security Representative	Job/Company title.
Appendix B	11	Security Officer Telephone Number (Optional)	Direct phone number of Security Representative	Direct phone number that the Security Representative can be reached at immediately (desk, cell, etc.).
Appendix B	12	Security Officer Email Address (Optional)	Direct email address of Security Representative	Direct company email address that the Security Representative can be reached at immediately. Organization's email address if applicable.



Section	#	Data Element	Description	MCARE FAQ
Appendix B	13	Submitter Name	Organization's Name or DBA	The trade name under which the business name is advertised.
Appendix B	14	Legal Business Name	Legal Business Name or Parent Company	The name associated with their Tax Identification Number (TIN).
Appendix B	15	Medicare Provider's Name	Provider (Facility or Medical Provider - must match the NPI attached)	Name associated with the NPI listed on the TPA.
Appendix B	16	Billing Address (Street, City, State, Zip Code)	Billing Address	Trade Name/DBA billing address. This should not be the Legal Business or Parent Company address.
Appendix B	17	Physical Address (Street, City, State, Zip Code)	Shipping address	Trade Name/DBA physical address. This should not be the Legal Business or Parent Company address.
Appendix B	18	Technical Representative (TR) Name	Name of Technician or Developer. Acts as Technical authority regarding issues of connectivity and transfer of data.	The person responsible for the technical maintenance and configuration of the HETS system within the organization.
Appendix B	19	Technical Representative Telephone Number	Direct phone number for technician or developer	Direct phone number that the TR can be reached at immediately (desk, cell, etc.).
Appendix B	20	Technical Representative E-mail Address	Direct Email address of Technical representative or developer	Direct company email address that the TR can be reached at immediately. Organization's email address if applicable.
Appendix B	21	NPI(s)	An NPI is a unique 10-digit identification number issued to health care providers in the United States by CMS. Covered health care providers and all health plans and health care clearinghouses must use the NPI in the administrative and financial transactions adopted under HIPAA. Must match Provider name in Data Element 15. Must have business relationship with Trading Partner	Active Medicare NPI.
Appendix B	22	Extranet Y/N	Requires Yes or No Response. Uses TCP/IP and requires a network service vendor (NSV). Direct physical connection to CMS.	Check Yes if the Submitter is using a TCP/IP connection through an NSV. Check No if you wish not to connect via TCP/IP.



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Appendix B	23	If yes, primary or secondary	The Submitter may only use one method of connectivity. If yes, Primary will always be selected and Secondary will not be an option.	The Submitter may only use one method of connectivity. If yes, Primary will always be selected and Secondary will not be an option.
Appendix B	24	If yes, name of Network Service Vendor (NSV) used	One of the current vendors that provide the extranet connection to the HETS system.	The name of the Network Service Vendor (NSV). The names of the NSV is on the HETS Help webpage.
Appendix B	25	Internet Y/N	Requires Yes or No Response. Uses SOAP and/or MIME. Not directly physically connected to CMS.	Check Yes if the Submitter is using an internet (web services) connection. Check No if you wish not to connect via the internet (web services).
Appendix B	26	If yes, primary or secondary	The Submitter may only use one method of connectivity. If yes, Primary will always be selected.	The web based language that will be used to submit 270 transactions.
Appendix B	27	If yes, message envelope used, SOAP+WSDL or HTTP/MIME	The programming language used to submit 270 transactions via internet (web Services).	The web based language that will be used to submit 270 transactions.
Appendix B	28	Trading Partner IP Address for SOAP/MIME transactions	Trading Partner IP Address for SOAP/MIME transactions	Organization's originating IP address or CIDR range.
Appendix B	29	X.509 Digital Certificate Issuer Name	X.509 Digital Certificate Issuer Name	Name of the Certificate Authority that issued the certificate (Digicert, Verisign, etc.). The Certificate Authority that the certificate was purchased from. The name can be found on the detail tab of the certificate under Issuer.
Appendix B	30	X.509 Digital Certificate Type	X.509 Digital Certificate Type	The type of certificate (issued by) is listed on the X.509 certificate on the General Tab of the certificate.
Appendix B	31	X.509 Digital Certificate Serial Number	X.509 Digital Certificate Serial Number	The serial number is listed on the X.509 certificate.
Appendix B	32	Is the trading partner requesting a DSH submitter ID?	A hospital with a disproportionately large share of low-income patients. Under Medicaid, States augment payment to these hospitals. Medicare inpatient hospital payments are also adjusted for this added burden. They receive a very limited view of 271.	Check Yes if the Trading Partner is applying to be a DSH Submitter. Check No if the Submitter is not requesting to become a DSH Submitter.