



## Medicaid of North Carolina

Attention Providers:

Medicaid of North Carolina has developed an interactive enrollment toll called NCTracks required for all providers to submit claims electronically to the payer. Begin your online enrollment today by visiting the NCTracks website at <https://www.nctracks.nc.gov/provider/providerEnrollment/index.jsp>.

Payer:	Medicaid of North Carolina
Payer ID:	CKNC1
For Enrollment Questions:	<a href="#">_____</a>
Payer Enrollment Application:	<b>Currently Enrolled Provider NCTracks:</b> Follow the steps outlined below for <b>Managing a Change Request to Add a Billing Agent</b>
Approval Process and Timeframe:	Once you receive notification from NCTracks, please contact the Enrollment Department at EDS to complete the enrollment process.
Special Instructions:	<b>Only Existing NCTracks Providers can select a Billing Agent.</b> If you are enrolling for the first time, with Medicaid of North Carolina, you will need to complete this step after you receive confirmation of your credentialing enrollment. <b>Please see the steps below for step-by-step instructions on how to select a Billing Agent.</b>
Step 1:	Log into the <b>Provider Portal</b> at <a href="https://nctracks.nc.gov">https://nctracks.nc.gov</a>
Step 2:	Select the Enrollment tab and then click on “Status & Management”



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<p>Step 3:</p>	<p>Choose “Manage a Change Request” – note: if you have multiple NPIs, the following steps will need to be completed for <b>all NPIs submitting to Medicaid of North Carolina.</b></p>
<p>Step 4:</p>	<p>You must go through each of the sections and confirm your information. Click “Next” at the bottom of each page for the information to be saved. <b>Each section must have a green check mark next to it in order to submit the Change Request.</b></p>
<p>Step 5:</p>	<p>In the section “Method of Claim/Electronic Submission” choose “Submit through a Billing Agent.”</p>
<p>Step 6:</p>	<p><b>In the “Associate Billing Agent” section, select the box to search for a new billing agent. Enter #50301075 as the Billing Agent ID.</b></p>
<p>Step 7:</p>	<p>Select the box for Dentalxchange – EDI Health Group. This will give you two drop down boxes. In the first one, select “All Transactions” and in the second one, select “<b>50301075.</b>” <b>Selecting All Transactions allows ERAs to be delivered to your EDS account, as well as be available on your NC Tracks account. In order to receive your ERAs for NC, please contact the Enrollment Department at (800) 482-3518.</b></p>
<p>Step 8:</p>	<ol style="list-style-type: none"> <li>1. Submit form to NCTracks.</li> <li>2. Call NCTracks at 800-688-6696 to confirm that all NPIs are linked to Billing Agent #50301075 and what Taxonomy Code your NPIs are associated with.</li> <li>3. Contact the Enrollment Department at EDS to complete the enrollment process (800) 482-3518</li> </ol>



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To start sending your claims electronically to Medicaid of North Carolina through EDS you will need to follow the instructions below. (\* indicates required field)

<b>* Payer Name</b>	
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<b>A. Provider Information</b>
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<b>* Provider Name</b>			
<b>* Provider Address</b>			
Street			
City	State/Province	Zip Code/Postal Code	

<b>B. Provider Identifiers Information</b>
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<b>* Provider Identifier(s)</b>	
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)	
National Provider Identifier (NPI)	

<b>Authorized Signature</b>
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Electronic or Printed Signature of Person Submitting Enrollment

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Printed Name & Title of Person Submitting Enrollment

