

Job Aid

TPID Linking for Outside Service

This document is for providers who use an outside trading partner or clearinghouse to submit their X12 transactions. It describes how the delegated service's Trading Partner ID (TPID) is linked to the provider account within Provider Portal.

To assign the service as your trading partner delegate, complete the following steps:

- 1. Log into the **Provider Portal**.
- 2. At the Home page, click My Profile in the User Details section.

Figure 1: Access Manage Accounts						
	[
		Text Size 🖃 🕂 Logout				
Home Eligibility Claims Care Manag	ement Patient Health History Files Exchange Res	ources				
Home						
Provider Name SERVICE ADDRESS Role IDs 1112211135 (NPI) V Location 200000047 - SERVICE ADDRESS Taxonomy 363A00000X-Physician Assistant Eligible Programs and CCO Affiliation Mississippi Medicaid V						
😮 User Details		Sign Up to Receive News				
Welcome Bulldog	MESA					
▶ <u>My Profile</u>	MEDICAID ENTERPRISE SYSTEM ASSISTANCE					
Manage Accounts		Latect Nour				

3. In the Account Assignment section, click the Trading Partner Xref tab.

Figure 2: Add a Role

Home	Eligibility	Claims	Care Management	Patient Health History	Files Exchange	Resources	
<u>Home</u>	> Manage Acc	ounts				Friday 01/08/2021 01:39 PM CS	sт
Provi	Provider Name SERVICE ADDRESS Role IDs 1112211135 (NP1) Location 200000047 - SERVICE ADDRESS Taxonomy 363A00000X-Physician Assistant						
Acce	Account Assignment Back to My Home ?						
Search Delegates Add New Delegate Add Registered Delegate Trading Partner Xref							
	Last Na	ame		Last 4 of DLN		Birth Date e	
	First Na Display Na	ame		Delegate Code Days since Last Logir		Delegate Status V Days in Pending Status	
Search Reset							
Delegates							



4. Enter the TPID in the Trading Partner ID field and click Add.

	<u>Back to My Home</u>
te Add Registered Delegate Trading Partner Xref	
ant to add and which you will allow to process your transactions. Note that you will not be able to add a Tran	ding Partner until
TP700100 Add	
No Trading Partners are assigned	
	te Add Registered Delegate Trading Partner Xref

5. The system adds a row to your trading partner list with information that was entered by the trading partner when they enrolled. Click **OK**.

ccount Assignment		Back to I	<u>My Home</u>			
Search Delegates Add New Delegate A	Add Registered Delegate Trading Partner Xref					
* Indicates a required field.						
Enter the Trading Partner ID you want to add and which you will allow to process your transactions. Note that you will not be able to add a Trading Partner until						
they have been approved.						
*Trading Partner ID						
	✓ Trading Partner Assignment	×				
	The trading partner has been added to your trading partner					
Trading Partners	list.					
# Trading Partner Name	21	Phone Number	Action			
	OK		, ACCION			
1 Tp Test 1	OK	1-719-111-2222 x33333	Remove			



Change History

The following change history log contains a record of changes made to this document:

Version #	Published/Revised	Author	Section/Nature of Change
0.1	09/14/2022	Gainwell	Initial Submission
0.2	05/30/2023	Gainwell	Updated screenshots per CR1925