

Provider Portal: How to Link a Trading Partner ID

This JOB+AID will help providers link their provider number to the correct trading partner ID (TP ID). Previously, providers had to contact Gainwell Technologies to link their X12 transactions (820, 834, 835) to a particular trading partner.

This process must be performed by the provider. It cannot be performed by the billing company, vendor or clearing house. However, the provider can choose to have their X12 transactions linked to the TP ID of the billing company, vendor or clearing house. The provider must authorize those third-party entities to receive transactions on their behalf.

Providers who would like to add a trading partner ID to the provider portal will need to follow the steps beginning on the next page.



Login

*User ID

Log In

[Forgot User ID?](#)

[Register Now](#)

[Where do I enter my password?](#)

What can you do in the Provider Portal

Through this secure and easy to use internet portal, healthcare providers can submit claims and inquire on the status of their claims, inquire on a patient's eligibility, upload files containing 837 transactions, and search for another provider. In addition, healthcare providers can use this site to locate claim forms, provider participation materials and other health plan information and resources.



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[Website Requirements](#)

[Provider Manual](#)

Protect Your Privacy!

Always log off and close all of your browser windows

Would you like to enroll as a Provider or a Trading Partner?

[Provider](#)

[Trading Partner](#)

Looking for a Doctor or Hospital near you?

[Search Providers](#)

DHS-703 form

[Fill out Medical Eligibility Application](#)

[Check Status of Medical Eligibility](#)



Home Eligibility Claims Care Management Provider Functions Files Exchange Resources

Home Tuesday 01/11/2022 09:40 AM CST

Provider Name PCP PROVIDER Role IDs Provider - In Network - 111111112 (NP)

User Details

Welcome PCP Provider

My Profile

Manage Accounts

Provider

Name PCP PROVIDER

Provider ID 111111112 (NPI)

Revalidation Date 03/01/2022


Characteristics

Provider Services

Search Payment History

MAPIR

Welcome Health Care Professional!



We are committed to make it easier for physicians and other providers to perform their business. In addition to providing the ability to verify member eligibility and submit claims, our secure site provides access to benefits, answers to frequently asked questions, and the ability to search for providers.

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[Authenticare Demo - For Personal Care Providers required to participate in Electronic Visit Verification](#)

[Contact Us](#)

[Secure Correspondence](#)

All Claim Inquiries should be submitted to the following Address:

Claims
Gainwell Technologies
PO BOX 8034
LITTLE ROCK, AR 72203

2. Under **User Details** on the left side of the page, click “**Manage Accounts**.”



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[Home](#) > [Manage Accounts](#)

Provider Name Role IDs

Manage Accounts [Back to My Home](#) ?

[Add New Delegate](#) [Add Registered Delegate](#) **Manage Trading Partner**

The * (in red) indicates required fields when the ADD button is selected.

To Add a Trading Partner to your Trading Partner list, enter the Trading Partner ID and click **Validate**, then click **Submit** to proceed.

*Trading Partner ID **Validate Trading Partner**

Submit **Cancel**

3. Click the “**Manage Trading Partner**” tab.

4. Enter the **Trading Partner ID** and click “**Validate Trading Partner.**”

NOTE: This process can be repeated for multiple trading partners, allowing you to create a list of trading partner IDs. These IDs can be a billing company, vendor or clearing house. After you finish entering trading partner IDs, you will be able to select the trading partner you want associated with each transaction.





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[Add New Delegate](#) [Add Registered Delegate](#) [Manage Trading Partner](#)

The * (in red) indicates required fields when the ADD button is selected.

To Add a Trading Partner to your Trading Partner list, enter the Trading Partner ID and click **Validate**, then click **Submit** to proceed.

*Trading Partner ID

[Validate Trading Partner](#)

Select the transactions that the trading partner can exchange on your behalf.

Transactions assigned to User

- ☒ 5010 - 820 - Batch - HIX - Private Option Premium Payment for Insurance Products
- ☒ 5010 - 834 - Batch - X12 - Benefit Enrollment and Maintenance
- ☒ 5010 - 835 - Batch - X12 - Health Care Claim Payment/Advice

[Submit](#) [Cancel](#)

Trading Partners

Click the Trading Partner's **Trading Partner ID** to change the Transactions for the Trading Partner.

#	Trading Partner ID	Display Name ▲	Status
1	<input type="text"/>	SDFDSF	Inactive

5. Check the boxes next to the transactions you want to assign to the trading partner.
6. Click **Submit**.

NOTE: There are limitations on adding a trading partner ID to the portal. Once a provider assigns a transaction to a trading partner, that transaction cannot be assigned to another trading partner. The previous trading partner will need to have that transaction removed first from the other trading partner.



For more information call **1-800-457-4454**





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Add New Delegate

Add Registered Delegate

Manage Trading Partner

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*Trading Partner ID

Validate Trading Partner

Transactions assigned to User

- ☒ 5010 - 820 - Batch - HIX - Private Option Premium Payment for Insurance Products
- ☒ 5010 - 834 - Batch - X12 - Benefit Enrollment and Maintenance
- ☒ 5010 - 835 - Batch - X12 - Health Care Claim Payment/Advice

Edit **Confirm** **Cancel**

Trading Partners

Click the Trading Partner's **Trading Partner ID** to change the Transactions for the Trading Partner.

#	Trading Partner ID	Display Name ▲	Status
1	<input type="text"/>	SDFDSF	Inactive

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- After verifying you have checked the correct boxes, click **Confirm** to proceed or **Edit** to make changes.

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Manage Accounts

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The * (in red) indicates required fields when the ADD button is selected.

To Add a Trading Partner to your Trading Partner list, enter the Trading Partner ID and click **Validate**, then click **Submit** to proceed.

*Trading Partner ID [Validate Trading Partner](#)[Submit](#)[Cancel](#)

Trading Partners

Click the Trading Partner's **Trading Partner ID** to change the Transactions for the Trading Partner.

#	Trading Partner ID	Display Name ▲	Status
1	<input type="text"/>	SDFDSF	Inactive
2	<input type="text"/>	TEST NAMES	Active

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8. To edit specific transactions already assigned to a trading partner, click on the **Trading Partner ID** in the list at the bottom of the screen.

NOTE: There are limitations on adding a trading partner ID to the portal. Once a provider assigns a transaction to a trading partner, that transaction cannot be assigned to another trading partner. The previous trading partner will need to have that transaction removed first from the other trading partner.



Provider Name

Role IDs

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Edit Trading Partner

Select Active or Inactive to change the status and/or modify the functions below, then click the **Submit** button to update the information.

Display Name TEST NAMES

Trading Partner ID

Select the transactions that the trading partner can exchange on your behalf.

Transactions assigned to User

- ☒ 5010 - 820 - Batch - HIX - Private Option Premium Payment for Insurance Products
- ☐ 5010 - 834 - Batch - X12 - Benefit Enrollment and Maintenance
- ☒ 5010 - 835 - Batch - X12 - Health Care Claim Payment/Advice

Submit

Cancel

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9. Uncheck the boxes the trading partner no longer needs to access.

10. Click "Submit."



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Edit Trading Partner

Click **Confirm** to confirm the request. Click **Cancel** to cancel it.

Display Name TEST NAMES

Trading Partner ID

Transactions assigned to User

- ☒ 5010 - 820 - Batch - HIX - Private Option Premium Payment for Insurance Products
- ☐ 5010 - 834 - Batch - X12 - Benefit Enrollment and Maintenance
- ☒ 5010 - 835 - Batch - X12 - Health Care Claim Payment/Advice

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Edit

Confirm

Cancel

11. After verifying you have checked the correct boxes, click **Confirm** to proceed or **Edit** to make changes.

NOTE: When adding or modifying a trading partner, only available selectable transactions will display. For more detailed information about enrolling for a trading partner ID, refer to the JOB+AID “**Trading Partner ID Enrollment.**”



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