

NEW HAMPSHIRE
COMPREHENSIVE HEALTHCARE INFORMATION SYSTEM

Payer Responsibilities

1. Register the Company via the web at www.ncdms.org or
Fax the form to (207) 622-7086, Attn: Data Manager or
Mail to: Data Manager
Maine Health Information Center
16 Association Drive
P.O. Box 360
Manchester, ME 04351
2. Provide Local/Homegrown CPT Codes with descriptions in Excel format
 - a. Email to nhinfo@ncdms.org
3. Provide Provider Specialty Codes in Excel format
 - a. Email to nhinfo@ncdms.org
4. Provide Local/Homegrown Diagnosis Codes with descriptions in Excel format
 - a. Email to nhinfo@ncdms.org
5. Request Logon Name and Password from nhinfo@ncdms.org
6. Encrypt and Load data via web uploader or Encrypt and mail CD/DVD
 - Web Uploader
 - a. Go to the web at www.ncdms.org
 - b. Select Member Services
 - c. Enter logon name and password to NCDMS Secure Menu
 - d. Click on NH icon
 - e. Select "Encrypt & Upload a Data File"
 - OR Mail
 - a. Go to the web at www.ncdms.org
 - b. Select Member Services
 - c. Enter logon name and password to NCDMS Secure Menu
 - d. Click on NH icon
 - e. Select "Encrypt"
 - f. Copy encrypted Zip file to DVD

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7. View the status of your data submission via the web.
 - a. Go to the web at www.ncdms.org
 - b. Select Member Services
 - c. Enter logon name and password to NCDMS Secure Menu
 - d. Click on NH icon
 - e. Select "Reports"

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8. View Public NH Information via the web (Rule, FAQs, Newsletter, etc.)
 - a. Go to the web at www.ncdms.org
 - b. Do either:
 - Select Member Services
 - Enter logon name and password to NCDMS Secure Menu
 - Click on NH Information icon
 - Or
 - Click on NH Information icon