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Medicare Part A and Part B
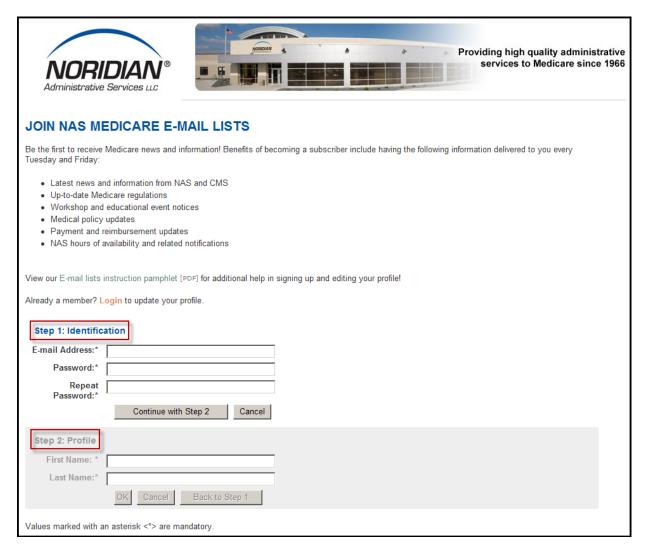
NAS E-mail Newsletter Help

Register a New Subscriber
1. NAS homepage: http://www.noridianmedicare.com
2. Select the "E-mail Newsletter Sign Up" from the left-hand navigation menu

3. The End User Agreement for Providers will appear if you have not recently visited the website. Select "Accept" (if necessary).
4. To become a registered member of the NAS Medicare E-mail Newsletter Lists, complete "Step 1: Identification" and "Step 2: Profile" to establish your personal profile.
   - New subscribers go to Step 1: Type the e-mail address where you want to receive the list(s). Supply the password you want and retype it in the next box to verify it and select "Continue with Step 2"
   - Step 2: Enter your First Name and Last Name and select "OK"

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JOIN NAS MEDICARE E-MAIL LISTS

Be the first to receive Medicare news and information! Benefits of becoming a subscriber include having the following information delivered to you every Tuesday and Friday:

- Latest news and information from NAS and CMS
- Up-to-date Medicare regulations
- Workshop and educational event notices
- Medical policy updates
- Payment and reimbursement updates
- NAS hours of availability and related notifications

View our E-mail lists instruction pamphlet [PDF] for additional help in signing up and editing your profile!

Already a member? **Login** to update your profile.

Step 1: Identification

E-mail Address:*

Password:*

Repeat Password:*

[Continue with Step 2] [Cancel]

Step 2: Profile

First Name: *

Last Name:*

[OK] [Cancel] [Back to Step 1]

Values marked with an asterisk <*> are mandatory.

NOTE: If you are already an NAS Medicare E-mail Lists registered member, you may select "login page" link to go to the login screen.

5. The "NAS Medicare E-mail Lists" screen will appear next.

IMPORTANT! You must return to the e-mail address that you provided and confirm the membership. See example below:

Dear Subscriber!

(Note: This e-mail has been automatically generated. Do not reply!)

We have received a request for the e-mail address
"john.doe@noridian.com" to join "NAS Medicare E-Mail Lists."

If you have submitted this request, please confirm it by clicking on the
link below:
http://naslists.noridian.com/list/confirm.do?id=99novwng

(Or copy & paste this URL into the address field of your browser.)

If you have not submitted this request, or do not wish to join, simply do nothing. Your
address will not be subscribed unless you click the link below:

6. To confirm your membership, click on the link provided in your confirmation e-mail. This link will take you to the "Confirmation Accepted" screen.
   - Access the NAS "login page" by selecting the link: "Click here."
7. Login by entering the e-mail address and password you provided in your personal profile.

Subscribe
On the "NAS Medicare E-mail Lists" page, select "Subscribe" beside the desired list.
- This same screen allows you to choose "Edit Profile" of subscribed a list(s) (i.e. change states, areas of interest or suspend this list while you are away on vacation). You can also unsubscribe from a list by choosing the "Unsubscribe" link.

Complete the following fields to subscribe to a specific list

Facility Name *	Enter the name of the facility where you work or the name of your business or organization.
Position/Job Title *	Use the drop down arrow to reveal the choices that best describe your job/position. If none of the descriptions are relevant to your work please select "Other."
Billing State(s) *	Select the State from which you primarily bill. You may select more than one or all states. • To select more than one "Billing State(s)" or "Areas of

CMS
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	Interest," hold down the "Ctrl" key on your keyboard and select the additional States or Areas of Interest with the mouse or pointer device. To select all items on the list, select the first item, scroll the drop down box arrow to the bottom and while holding the "Shift" key down, select the last item on the list.
Areas of Interest *	Select one or more "Areas of Interest." Example: if you often deal with ambulance claims and work in a Skilled Nursing Facility, you may select both of these Areas of Interest.
Are you a Small Provider? *	Indicate whether your business qualifies as a small provider under the CMS guidelines which define a small provider as "a physician, practitioner, facility, or supplier with fewer than 10 full-time equivalent employees."
Type of E-mail *	Indicate what type of e-mail you wish to receive: HTML or TEXT. • The HTML format is graphic-based and comes with different fonts, font sizes, colors and pictures that allow a more visually pleasing page. • The TEXT format is only the letters and spaces of the message stripped of any graphics or different size or shaped fonts.
Subscription Status	Your "Subscription Status" is set to "active" and can be changed to "Suspended" if you do not need to receive the e-mail list releases for a period of time (while you are on leave from work or on and extended trip or vacation etc.). E-mails are not sent to your mailbox until you come back to this feature and set it to "active" again.
Values marked with an * are mandatory. *All fields except "Subscription Status" are required to be filled order to successfully subscribe.*	

After you have completed all required fields, select "OK" and you will have successfully subscribed to the desired e-mail List.

You may "Unsubscribe" any list by selecting the link and answering "Yes" when asked to confirm your choice.

Note: Once you are subscribed to an e-mail list a "Yes" will show in the left hand "Subscribed" column. Once you are subscribed, the right hand action column will allow you to "Edit Profile" or "Unsubscribe."

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Change Your Personal Profile
1. From the "NAS Medicare E-mail Lists" page select "My Profile."
   - You can "Unsubscribe" from all currently subscribed lists by selecting this link and answering "Yes" to the confirmation question.
2. The edit screen will appear when "My Profile" is selected allowing you to select these links and make the membership settings changes described.

Request a Password
Current subscribers must request an initial password in order to gain access to edit the personal profile. As a current e-mail list subscriber, your existing information will be automatically transferred into the new delivery system. Once you receive your first e-mail, you will be able to change and manage the features of your beginning profile by simply selecting the link "Edit Preferences / Unsubscribe" under the subtitle "Manage Your Subscription" in the lower right hand corner of the e-mail.

Follow these easy steps to establish a password for your personal e-mail profile:
1. Select "Edit Preferences / Unsubscribe."
2. From the "Login for NAS Medicare E-mail Lists" page, select the link "Request your password."
3. Enter your e-mail address in the box provided and select "Mail My Password."
   - If already a registered member with the e-mail address entered in the box, a password will be mailed to the e-mail address.
4. Return to the "Login" page by selecting "Edit Preferences / Unsubscribe" on the new e-mail format and enter your e-mail address and password NAS e-mailed you.

   You are now able to subscribe to new lists or edit your information by selecting the "Edit Profile" link next to the "List Name." It would be advisable to change your password from the one provided by NAS to a password that you can easily remember by selecting the "My Profile" link.