



The MVP Health Care® (MVP) Trans Shuttle Sign Up Guide

To sign up for a TransShuttle Account powered by AXIOM Systems Inc for electronic claim entry of MVP Claims please follow the directions below:

- Go to **mvphealthcare.com**
- Click on *Providers* at the top of the page
- Click on *Reference Library*
- Click on *EDI Information and Guides*
- Under the "Online Claim Submissions" section, click on the link for **mvphealthcare.transshuttle.axiom-systems.com** to be re-directed to the TransShuttle page.

Creating an account

Once you are on the TransShuttle page, click on *Create an account* to begin

A screenshot of the Trans Shuttle login page. At the top left is the Trans Shuttle logo. Below it is a dark blue header with the word "Login" in white. The main content area has a light blue background and contains the text "Enter your User ID and Password to log in." Below this are two input fields: "User ID" and "Password". At the bottom left of the form is a blue link "Create an account" with a red arrow pointing to it from the right. At the bottom right is a blue link "Forgot password?".

Organization Information

Enter your Business Name and Address. For Organization ID, choose something short and simple as the Organization ID you enter will become part of the User ID that you will use to get into the system to do your claim entry.

Signing Authority and Administrator Account

The Signing Authority is the person that will be accepting the agreements for the web application and agreeing to its terms. The Administrator will be the person that will be using the web application to enter claims. You must enter a valid email address in order to receive your logon credentials after you create your account. Keep the Login ID short and simple.

Provider Information

The information you enter in this section will be the billing entity information that will be transmitted in Loop 2010AA of your electronic claims. Loop 2010AA in an 837 file is like the information you enter in Box 33 of the CMS1500 form if you were to bill your claims on paper.

- You must enter a VALID NPI that is registered with MVP
- Enter either your Business Name -OR- your First and Last Name, whichever is registered with MVP
- Enter your Billing Address (This can NOT be a P.O. Box address; it must be a physical address)
- If you do not know your Taxonomy Code, you may look it up at **npiregistry.cms.hhs.gov**
 - Enter your NPI Number and click Search
 - Scroll to the bottom to see the Taxonomy code that was assigned to your NPI when it was generated
 - You must enter your Tax ID
 - Location No is optional

Confirm Your Setup

- Please confirm that the email address at the top is correct.

Confirm Your Setup

- An account will be created with Organization ID .
- An email will be sent to to set the password for login ID .

- Please read through the **Terms of Use**. There is a scroll bar at the far right that will allow you to scroll down to read the entire document.
- You must click the “Confirm and Create Account” button to complete the account creation

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You agree to the agreement above by clicking Confirm and Create Account below.

Confirm and Create Account

What's Next?

The Administrator will receive an email within 5 minutes of clicking the “Confirm and Create Account” button. The email will have the first User ID that can be used to login to the TransShuttle System and a link for the password to be set for the first User ID. Once you have this email you may call the TransShuttle Support Team for training.

To schedule a training appointment please call the TransShuttle Support Team at **602-439-2525** option 1 for Support, then option 4 for TransShuttle.

Support hours for training

Mon - Fri 8am - 6pm Eastern Standard Time

Mon - Fri 9am - 7pm Eastern Daylight Savings Time

Your Home Page to Log into the System is:

<https://mvphealthcare.transshuttle.axiom-systems.com/shuttle/login/form>