

OR DHS
Weekly Trading Partner Communication
10/17/03

This week DHS would like to share the following information:

- Do You Have Testing Questions?
- Registration and Trading Partner Agreement Deadline
- Plan Tracking Number Solution
- Companion Guide Updates Published Today!
- Instructions for Business-to-Business Testing
- 834/820 Transaction Test File – Weekly Cycle Only
- **NEW!** Revised Target Date Status

1. Do You Have Testing Questions?

If you have questions related to business-to-business testing, we encourage you to send it in an email to the DHS HIPAA EDI Testing Team.

The EDI Testing Team email address is: dhs.hipaateesting@state.or.us.

The DHS Testing Team's goal is to respond to your questions within 48-hours. Your assistance by emailing your questions to the DHS HIPAA EDI Testing Team allows DHS to closely track and more efficiently respond to your questions. Our intent is to periodically post updated FAQ's to our DHS HIPAA website with your questions and answers. Thank you for your continued cooperation in making our HIPAA compliance efforts successful. **Do not use HIPAAHELP for EDI testing questions.**

2. Registration and Trading Partner Agreement (TPA) Deadline

We have passed the October 16th deadline and want to encourage you to complete your registration and TPA Agreement if you have not done so. DHS will **not** accept electronic media claims in the National Standard Format (NSF) or Universal Billing (UB) 92 formats after October 15, 2003, unless the Agent or Provider has a duly executed Trading Partner Agreement (TPA) and has completed a registration as an EDI submitter as defined in OAR 410-001-0100. If you have submitted a TPA and have not been invited to test, please contact the DHS HIPAA Testing Team at 503-947-5347. For more information please refer to the DHS HIPAA website at: http://www.dhs.state.or.us/admin/hipaa/testing_reg.html#packets

3. Plan Tracking Number Solution

DHS shared the location of the Plan Tracking Number (PTN) on the 837 inbound and 835 outbound transactions. DHS can accept the PTN on the inbound transaction and engage Plans in the Testing Process. DHS is evaluating how soon we can include the PTN on the outbound 835 Transaction and will share that information in future Weekly Trading Partner Communications.

4. Companion Guide Updates Published Today!

DHS will complete updates to Companion Guide for the 820, 834, 837 Fee for Service Institutional, Professional, Dental and Encounter Transactions today. These updates will be published on the web Monday, October 20th. The link to that site is: http://www.dhs.state.or.us/admin/hipaa/testing_reg.html#guides.

5. Instructions for Business-to-Business Testing

Attached is the Oregon DHS Business-to-Business (B2B) Test Guide. This document will assist you with accessing your secure mailbox for electronic transactions. You will receive a phone call from one of the EDI testing team members who will give you a logon ID and password.

A Secure Mailbox and test area are set up and ready for all Prepaid Health Plans. Please notify the EDI Test Team via email if you have questions or when your test file is ready for testing. The Business-to-Business e-mail address is: dhs.b2btesting@state.or.us. Receipt of your e-mail is our signal to begin your test. Please include "B2B Test File" in the Subject Line.

Reminder: Please change the Interchange Sender ID (ISA06) and Application Sender Code (GS02) to your assigned 8-digit mailbox number (tp000####). User name and mailbox numbers are case sensitive and must be lower-case.

6. 820 and 834 Transaction Test File – Weekly Cycle Only

Thank you for your feedback regarding the 820 and 834 Transaction Test Files. Our intent was to give plans an early view of the 820 and 834 transactions and an opportunity to provide DHS with valuable feedback as to completeness. DHS plans to create an 834 weekly file for continued testing. These new files have a target completion date of November 3. DHS will continue to refine these transactions with your help and is in the planning stages for an 820 and 834 Work Session to resolve outstanding issues tentatively scheduled for early next month.

7. NEW! Revised Target Date Status

Transaction	Testing Status	Production Status
Fee For Service 837-P, 837-D, 837-I, 835	Actively Testing	Beginning Oct 20 th
820, 834, 837-I Roll-up	Actively Testing	To Be Scheduled
Encounter 837-P, 837-D, 837-I, 835	Conducting Pilot Testing	To Be Scheduled
278 – Prior Authorization	Feb. 2004	To Be Scheduled
270/271 Eligibility Inquiry/Response	Feb. 2004	To Be Scheduled
276/277 Claim Status Inquiry/Response	Feb. 2004	To Be Scheduled

DHS is aggressively pursuing HIPAA compliance. Now that the October 16, 2003, compliance date has passed, it is important that we are all working together toward compliance through a collaborative process.

As part of DHS' efforts to comply with the CMS "Good Faith" policy guidance, we have established a set of new compliance target dates. The new dates are only appropriate but also necessary to achieve compliance as soon as possible. DHS believes the following dates provide DHS and its trading partners with a realistic opportunity to achieve HIPAA compliance.

Transactions	Compliance Target Date
800 Series Transactions Fee For Service and Prepaid Health Plans 837-P, 837-D, 837-I, 835	April 1, 2004
200 Series Transactions 278,277,276,271,270	October 1, 2004
Complete HIPAA Compliance	January 1, 2005

DHS hopes that these new compliance targets enable a large percentage of the Trading Partner community to be HIPAA compliant. For those organizations that are not compliant DHS will work collaboratively with them to create a Compliance Action Plan (CAP) that will identify intent to comply dates as well as potential non-compliance conditions.

If you have questions about how these revised DHS compliance target dates affect you, please call Jarred Clark, DHS HIPAA Project Manager, at (503) 947-5378 or Nancy Buck, OMAP HIPAA Coordinator, at (503) 947-6797.

DHS MAIL BOX POLICY

Electronic Trading Partners shall receive one of each of the following Transactions: 835 Remittance Advice, 820 Capitation Payment and 834 Enrollment File. Trading Partners can select the entity that shall have access to these transactions. For example, the Trading Partner may choose to grant access to any one of these Transactions to their Clearinghouse or the Trading Partner may choose to access one or all of these transactions. DHS can accommodate one transaction to the Trading Partner's specified entity.

DHS will place the 835 Remittance Advice in the Trading Partner's mailbox and will continue to produce the pre-HIPAA Remittance Advice in the current format. If you receive a paper remittance advice now, you will continue to receive the paper remittance advice while you are working towards full compliance. To assist Trading partners with their processing, auditing and accuracy, DHS will prepare the current paper and/or electronic Remittance Advice and the 835 transaction for a period of two months after production. This process was developed to create consistent methodologies.

Oregon Department of Human Services

Business-to-Business Testing Guide

These instructions are intended to assist you with configuring your health information system to communicate with the Oregon Department of Human Services' (OR-DHS) Medicaid Management Information System (MMIS). The instructions begin at the entry point for DHS' MMIS system, any additional software, setup, settings etc. needed are not addressed here. By definition, a Mailbox is the area OR-DHS creates on the Secure File Transport Protocol (SFTP) site for transaction files to be deposited into or picked up by Trading Partners (TP) and OR-DHS for processing. There will be two separate Mailboxes assigned. The initial Testing Mailbox and the eventual Production Mailbox, which will be assigned once testing has successfully completed.

Step One: Change Your Password

You will need terminal emulator software that supports Secure SHell (SSH) connections to change your Mailbox password when required. For security reasons, you will be required to change your password before you can transfer files. Please refer to the Password Rules section (page 4 of this packet) for additional details. You will also need client software that supports SFTP connections via SSH to transfer files between OR DHS and your system.

Configure your terminal emulation software using the following settings:

HOST NAME: ordhs-hipaaedi.hr.state.or.us

PORT NUMBER: 22

PROTOCOL: SSH

Step Two: Logon/Data File Changes

There are separate logons for **Test** and **Production** Mailboxes. You will receive a phone call from a member of the EDI Test Team who will give you your User ID and Password for your **Test** Mailbox. When you have successfully completed all of the requirements of Business-to-Business testing, you will receive your **Production** Mailbox User ID and Password.

To configure your Secure FTP session for file transfers, use the following settings (your software may or may not have all of the following settings):

SFTP HOST NAME: ordhs-hipaaedi.hr.state.or.us
USE COMPRESSION: NO
PROTOCOL SELECTION: SSH2
PORT: 22
SERVER TYPE: SFTP USING SSH2
LOGON TYPE: NORMAL
USER: *DHS ASSIGNED- zz#####*
PASSWORD: *USER DEFINED*
DEFAULT REMOTE DIRECTORY: /Hipaa/TPTEST/tp#####
DEFAULT LOCAL DIRECTORY: *USER DEFINED (YOUR SYSTEM)*

Please Note: You will need to change your "Interchange Sender ID" in the ISA06 element and the "Application Sender Code" in the GS02 element in your data file from your Submitter ID (used during Third Party Testing), to your newly assigned 8-digit Mailbox number, which is case sensitive (must be lower-case).

Software/Setup Note: OR-DHS cannot provide assistance in locating and/or configuring software programs and assumes that the provider has the ability to locate them and set up said programs according to the preceding instructions.

Step Three: Test File Naming Conventions

Please use the following naming convention (case sensitive):

Example: 01t837pmmdd.txt

The first two position(s) indicate the file number

Followed by 't' for Test.

Then the transaction type: '837' Claims/Encounter.

Type of Claim: P = Professional I = Institutional D = Dental

2-digit Month and 2-digit Day indicating the date the file is
submitted.

File Extension: .txt - indicating that the file is a text file.

Production files will have a different naming convention, which will be covered when you pass to production.

When you are ready to test and have placed the data file in your mailbox, send an email to the EDI Test Team at dhs.b2btesting@state.or.us. Please include "B2B Test File" in the subject line. Receipt of your e-mail is our signal to begin your test. An EDI Team member will process your test file. You will receive results of that test via email. Please allow 2-5 OR-DHS working days for test results.

PASSWORD RULES

Passwords are case sensitive.
Use only alphanumeric characters.

Your password must be eight to fourteen characters in length. For full security, we recommend using both lower and upper case letters in your password. Passwords shall not be constructed by using personal information or words found in a dictionary. You will be required to reset your password every 9 weeks (63 days) and cannot reuse a previously used password. You will be allowed three incorrect login attempts before you will be locked out. If this occurs, or if you forget your password, please call the EDI Test Team at (503) 947-5347 or e-mail dhs.hipaatesting@state.or.us to have it reset.

Password Rules in Detail

- 1) Minimum Length = 8**
(Minimum length of the password.)
- 2) Maximum Length = 14**
(Maximum length of the password.)
- 3) Minimum Alpha = 3**
(Minimum number of alpha characters in password.)
- 4) Minimum Numeric = 2**
(Minimum number of numeric characters.)
- 5) Mixed Case = Recommended**
(For security we recommend using both lower and upper case letters in your password.)
- 6) Maximum Character Repeats = 4**
(Maximum number of same characters that can appear in the password.)
- 7) Minimum Different Characters = 3**
(Minimum number of characters in the new password that were not in the old password.)
- 8) Password Warn Time = 4**
(Number of days that a warning will be given before a forced password change.)
- 9) Login Retries = 3**
(Number of invalid attempts before user is locked out.)

B2B TESTING REQUIREMENTS

- A submitter must have successfully completed all the requirements of Third Party Testing through the OR DHS - EDIFECs site before sending transactions to OR DHS for Business-to-Business testing.
- Send only one transaction-type test file at a time. (837P, 837I, etc.)
- Send valid claims that are no older than 365 days from the Date of Service.
- Minimum number of claims per test = 25
- Maximum number of claims per test = 100
- It is recommended that the test file have at least five claims for each different line of business that you will be submitting (see partial list on page 5).
- Managed Care Plans must send at least five adjustment transactions in their test file.
- Wait for results of testing before sending another test file for the same transaction type.

Please Note: Your test error rate must be 10% or less, with no suspend or pend type errors for DHS to consider the test complete and approve you for submission to the 'production environment'.

Re-Testing Rules

Re-testing is required for all affected transactions if any of the following apply (you must also notify DHS before any new submissions):

- Software changes (new vendor, version updates, enhancements, etc).
- Production claims that have an error rate higher than 10%.
- Files fail at DHS' Translator (HIPAA compliancy testing).
- Submission site changes.
- Change of computer platform.

Lines of Business in the 837 Transactions (list may not be complete).

Ambulance	Occupational Therapy
Anesthesia	Office Visit
Chiropractic	Physical Therapy
Counselor	Psychiatric
Durable Medical Equipment	Psychologist
End Stage Renal Disease	Respiratory Care Services
Home Health	Rural Health Clinics
Hospice	Skilled Nursing
Inpatient Hospital	Social Worker
Lab Services	Speech Therapy
Maternity	Surgery - Dental
Nurse-Midwife	Surgery - Inpatient
Nurse Practitioner	Surgery - Outpatient
Nursing Facilities (Managed Care Plans only)	Vision