



Medicaid Management Information Systems
Maine Integrated Health Management Solution
History Archive Data

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1. Introduction

This document will outline in detail the timelines of viewing system data prior to archive and the process to request archived items.

2. System Requirements

To successfully use all features of Health PAS Online portal, ensure that your computer system meets the following minimum requirements:

- Reliable online connection
- Web browser - The latest version of Microsoft Internet Explorer is recommended. As versions of Internet Explorer become available it is recommended that these versions are used.
- Adobe Acrobat Reader

3. Libraries

The X12 Libraries are SharePoint document library views that provide a method for users to view and retrieve outbound X12 files and related documents. Each library view is customized for the transaction type, listing information relevant to the particular transaction. Trading Partners may use the Subscribe feature to schedule email notifications when new files are posted to the X12 Libraries. All searches and libraries are linked to the user's Trading Partner ID (TPID).

4. Transaction Archive

The Transaction Archive will provide a method for users to search for, display, and retrieve responses to inbound X12 transactions, reports; and outbound only X12 files (e.g. 835s) directly from the EDI Transaction Archive.

4.1 File Retention Schedule

The file retention schedule for X12 EDI files is outlined in Table 4-1:

Table 4-1: File Retention Schedule for X12

Age	Location	Format	Retention	Disposition
0 to 10 Days	FTS Cluster Archive	Uncompressed	10 Days	Zipped Daily
11 Days to 1 Year	FTS Cluster Archive	Compressed	1 Year	Transferred Monthly
1 to 5 Years	Tape	Compressed	5 Years	Purged Yearly

4.2 Request Offline Storage Items

Users may request offline storage items via request to the Molina EDI Help Desk at 1-866-690-5585, Option 3 or via email to: mainecaresupport@molinahealthcare.com. Offline storage items will be sent to users upon request by posting the requested items to a secured document library. Providers may access the secured library through their TPID.

- The search will be limited to a three month window.
- The results of the archive search are displayed in a spreadsheet view.

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- The user may elect to download either a single file or multiple files by selecting check boxes in the search response display. Selecting the Download button initiates transfer of a single ZIP file containing the file(s) selected by the user.

1. Click on the Archive Search link under the File Exchange heading as shown in Figure 4-1.

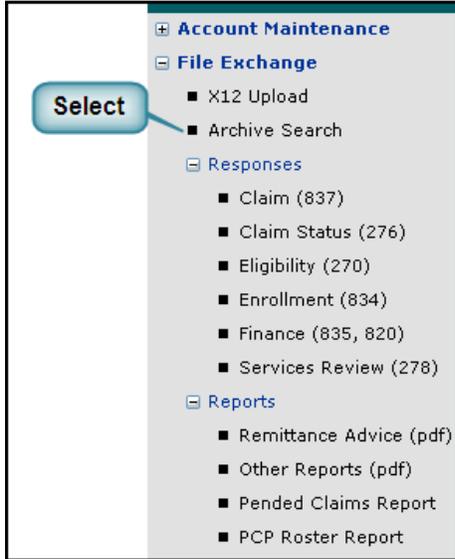


Figure 4-1: Archive Search

2. The Archive Search screen will display.

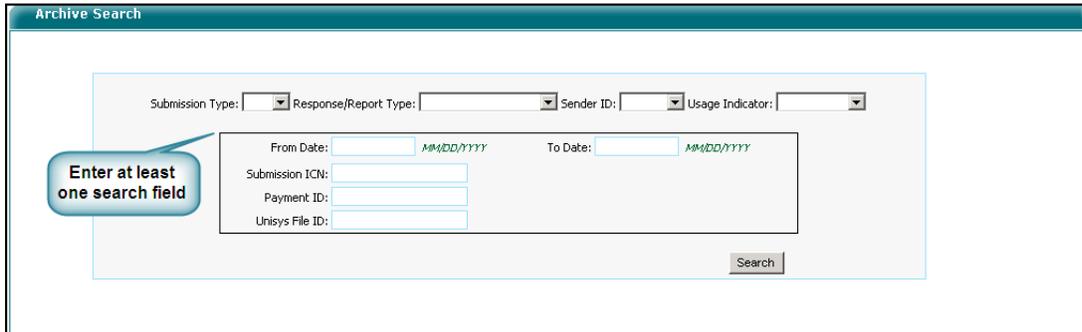


Figure 4-2: Archive Search Criteria

3. Select or enter your search criteria in one or more fields.
4. The results of the archive search are displayed in spreadsheet view from the newest to the oldest.

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Total 23 records returned.

1 2

Select All	File Name	File Type	Date	File Size	Download...
<input type="checkbox"/>	Upload-METPID0001334-ME_MMIS_4-20100129-072714-12782-0040100098A1-P.ed-12784-997.ed	997	1/29/2010 7:27:24 AM	258	Download...
<input type="checkbox"/>	Upload-METPID0001334-ME_MMIS_4-20100129-072714-12782-0040100098A1-P.ed-12783-TA1.ed	TA1	1/29/2010 7:27:14 AM	160	Download...
<input type="checkbox"/>	Upload-METPID0001334-ME_MMIS_4-20100129-072415-12779-0040100098A1-P.ed-12781-997.ed	997	1/29/2010 7:24:22 AM	258	Download...
<input type="checkbox"/>	Upload-METPID0001334-ME_MMIS_4-20100129-072415-12779-0040100098A1-P.ed-12780-TA1.ed	TA1	1/29/2010 7:24:15 AM	160	Download...
<input type="checkbox"/>	Upload-METPID0001334-ME_MMIS_4-20100128-045518-12431-0040100098A1-P.ed-12433-997.ed	997	1/28/2010 4:55:25 AM	258	Download...
<input type="checkbox"/>	Upload-METPID0001334-ME_MMIS_4-20100128-045518-12431-0040100098A1-P.ed-12432-TA1.ed	TA1	1/28/2010 4:55:18 AM	160	Download...
<input type="checkbox"/>	Upload-METPID0001334-ME_MMIS_4-20100128-045336-12429-0040100098A1-P.ed-12430-TA1.ed	TA1	1/28/2010 4:53:36 AM	160	Download...

Figure 4-3: Archive Search Results

5. Select the check boxes in the search results display for each file you would like to download. Selecting the download button initiates transfer of a single ZIP file containing the file(s) selected.