

EDI X12 Batch File Testing Instructions



September 22, 2011

EDI Testing - Portal



- ✓ For Trading Partners who are going to submit claims into MIHMS by electronic batch transactions (EDI X12 files) for MaineCare, portal certification testing is required.
- ✓ Authorization is granted on a per transaction basis. Trading Partners must submit three test files of a particular transaction type, with a minimum of fifteen transactions within each file, and have no failures or rejections to become certified for production.
- ✓ This must be completed for each EDI transaction type (837, 270, 276, 278, 834) they plan to submit into MIHMS.
- ✓ The Usage Indicator, element 15 of the Interchange Control Header (ISA) of an X12 file, must contain a "T" to indicate that the file is a test file.
- ✓ Users will be notified via E-mail and the Trading Partner Status page of Health PAS On-Line Portal when testing for a particular transaction has been completed.



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Step 1:

Log in to the secure portal using the User Name and Password that was created when you signed your Trading Partner Agreement.

The screenshot shows the Health PAS-Online portal interface. The browser address bar displays <https://healthpas.maine.gov/ProviderHome.asp.aspx>. The page title is "Welcome to Health PAS-Online". The main navigation bar includes "Home", "Provider", and "Member". The "Provider" tab is selected.

On the left side, there is a "Trading Partner Sign In" section with fields for "User Name:" and "Password:" and a "Sign In" button. Below this are links for "Register", "Reset Password", and "Retrieve User Name".

The main content area is titled "Provider" and contains several sections:

- Important Updates:**
 - Known Issues and Statuses** (4/24/2011 12:55 PM): A notice about the MHMS list of Known Issues and Statuses being improved.
 - Prior Author for Adult and Children's Services members** (6/23/2011 5:02 PM): A notice about electronic prior authorizations for some members.
 - CMS Code Updates** (6/23/2011 5:02 PM): A notice about new codes for claims starting January 1, 2011.
 - Lab and Medical Imaging Services** (6/23/2011 5:01 PM): A notice about claim adjustments for certain codes starting April 4, 2011.
 - Family Planning Codes** (6/23/2011 5:01 PM): A notice about Family Planning Codes.
- Provider Enrollment:**
 - Getting Started:** A link to "Provider Checklist" for steps to get ready to bill.
 - Provider Enrollment:** A list of steps: 1) Select the Provider enrollment Link to begin your application. 2) You cannot "Register" as a Trading Partner until your enrollment application has been approved. 3) Be sure to enter a valid e-mail address on the "business information" screen before terminating your session for any reason.
 - Helping Address for Provider Agreements:** Haines Center for Health Services, PO Box 1624, Augusta, ME 04332-1024.
 - Provider Maintenance:** Available for approved providers with Trading Partner User Names and Passwords.
 - Trading Partner Registration:** As a provider, you can register as a Trading Partner when you receive notification of Provider enrollment approval.

On the right side, there is a "Welcome to MHMS" section with links for "Provider Quick Reference", "Prior Authorization Manual", "Billing Instructions", "Billing Tips", "EDI Companion Guides", and "MHMS Transition Guide".

At the bottom, there is a "Keep in Mind ..." section with links for "EDI Companion Guides", "Event Registration Link", and "LMS/HRP User Guides".

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Step 2:
Select "File Exchange"

Welcome to Health PAS-Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address http://usme-swss01/BillingAgentDefault.aspx

HealthPAS Accessibility Enable Trading Partner ID:METPID0002478 Welcome balavittal Online Help Sign Out

MaineCare Services Health PAS-Online

An Office of the Department of Health and Human Services

Home Provider Trading Partner

Fri, July 15, 2011

Account Maintenance

- File Exchange
- Responses
- Reports
- Form Entry
- Surveys
- Site Map
- Provider Enrollment Links

Provider Home > Trading Partner

Welcome to MyHealth PAS, Unisys' web-based administrative services tool that delivers provider and trading partner access to Medical information and medical administration transactions in real-time through secure Internet.

Using a web-based solution like MyHealth PAS, we have the ability to share valuable medical information with members, providers and tradingpartners in real-time environment without calling Provider Services or waiting for mail deliveries.

Providers can check real-time member eligibility, enter a claim and adjudicate right away to check for errors or verify the payment amount, immediately obtain the status of a submitted claims - at any time - 24 hours a day.

A small sample of features available in MyHealth PAS is listed below. Please take a few moments to review the features of MyHealth PAS and take advantage of a new way of working to make your office environment more efficient.

MyHealth PAS features include:

- Members
- Providers
- Billing Agents and Clearinghouses

Check Provider Directory View Patient Roster

Please wait while scripts are loaded...

Start

Maine Phase 2 Shortcuts Welcome to Health P...

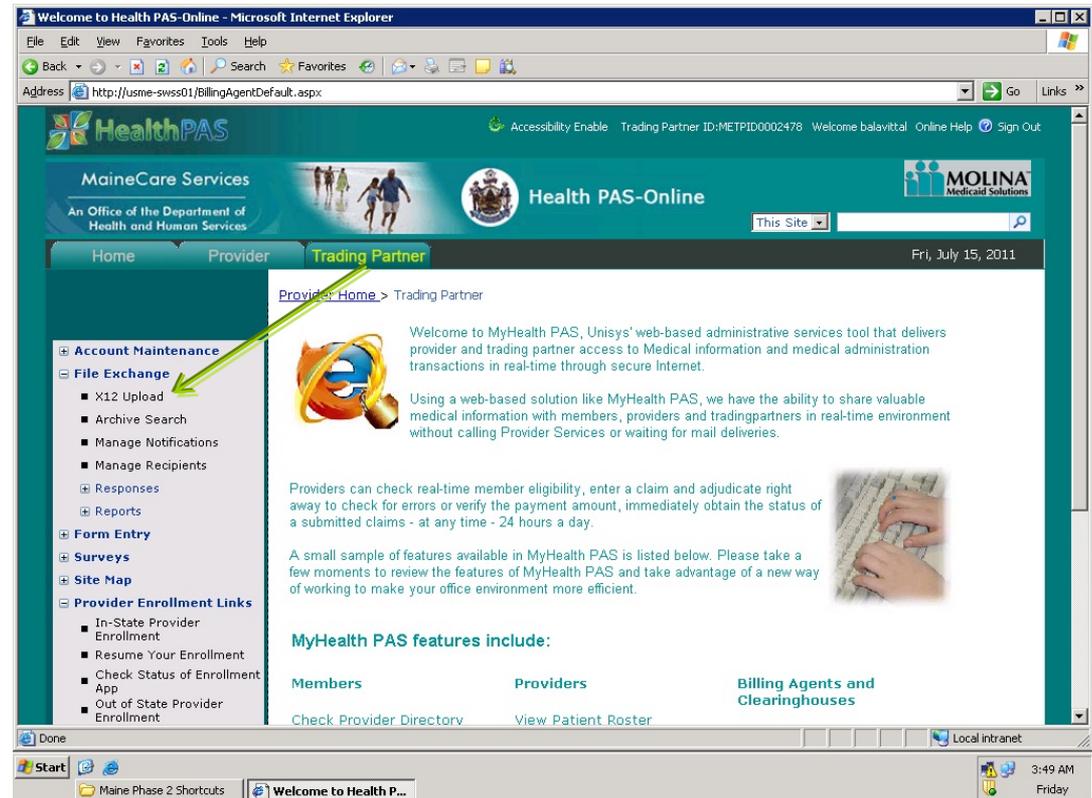
Local intranet

3:47 AM Friday



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Step 3:
Under "File Exchange"
select "X12 Upload"



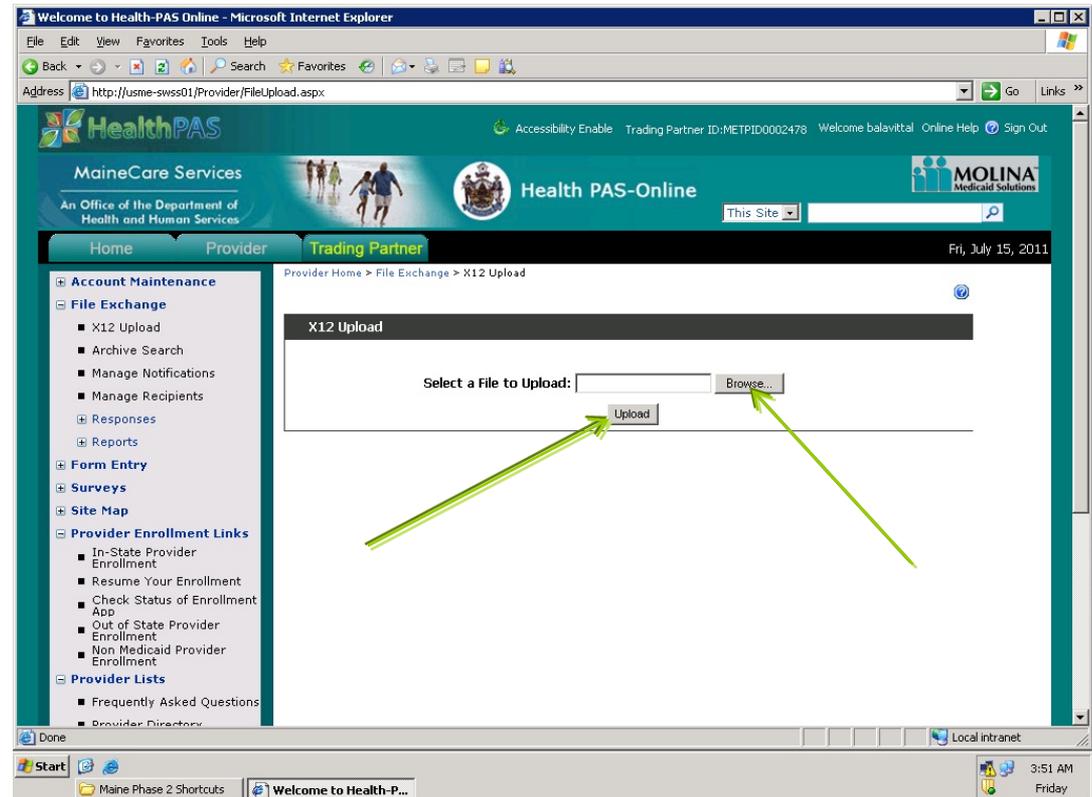


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Step 4:

Select a file to upload by clicking the “Browse” button, where you will search your computer for the X12 file you want to test.

Once you have found the correct file, click the “upload” button.





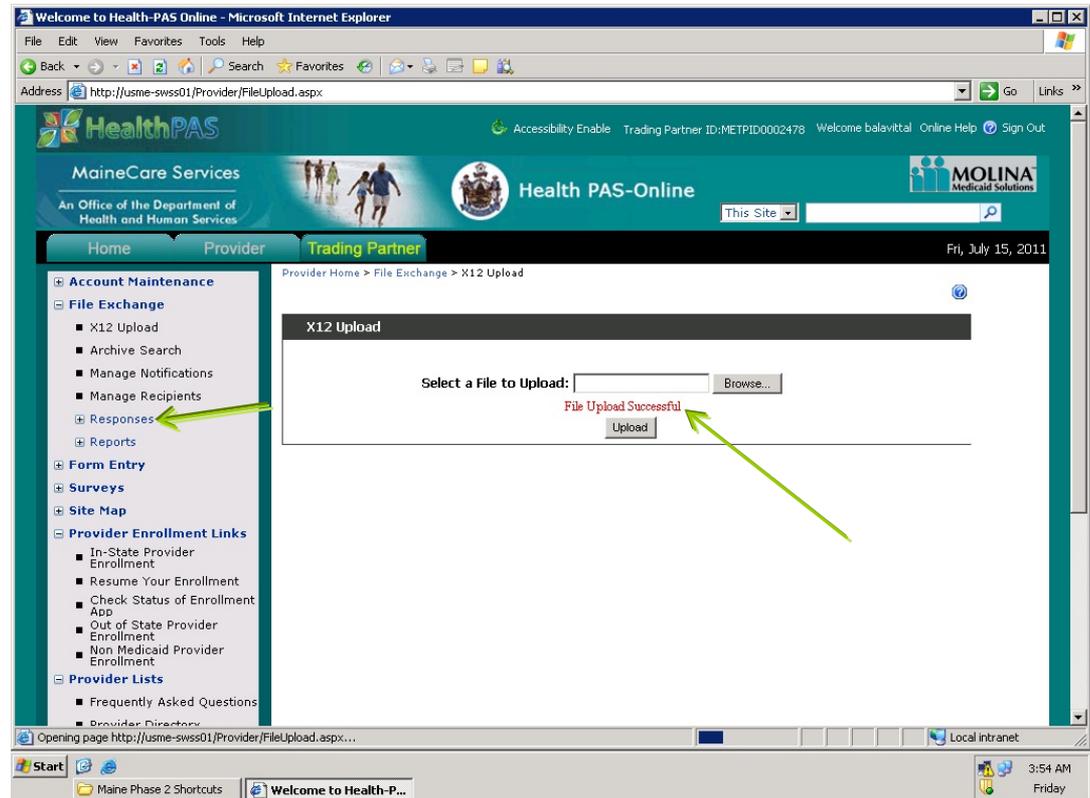
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Step 5:

You will receive a notice on your screen that says whether your upload was a “success” or “failed”. **If failed, call the EDI Help Desk for assistance.**

Step 6:

Responses and Reports are also found on this page under “File Exchange”. Select “responses” to view your report file.





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Step 7:

Select the type of report you are searching for (ie: 837) and a list of your recent 837 submissions will display. Scroll through the list to locate the correct file.

Clicking "search" will look for any new reports that have been generated.

The screenshot shows the HealthPAS portal interface. The top navigation bar includes 'MaineCare Services', 'Health PAS-Online', and 'MOLINA Medical Solutions'. The main content area is titled 'Claims (837)' and displays a table of recent submissions. A green arrow points to the 'Claim (837)' option in the left-hand navigation menu.

Submission File Name	Submission Date	ICN	Usage Indicator	TA1	997	999	824	BRR	Action
5010_PROV_837P.txt-387393	7/13/2011 9:22:47 AM	123881599	T	11953565	11953566	11953567			Download All...
5010_PROV_837P.txt-387391	7/13/2011 9:21:31 AM	122881599	T	11953563					Download All...
4010_PROV_837P_PROC.txt-387371	7/13/2011 9:11:33 AM	122889799	P	11953560	11953561				Download All...
4010_PROV_837P_PROC.txt-387369	7/13/2011 9:10:38 AM	122889699	P	11953557					Download All...
4010_PROV_837P_PROC.txt-387367	7/13/2011 9:10:38 AM	122889699	P	11953555	11953558				Download All...
4010_Prov_837P_2.txt-385851	7/11/2011 11:21:05 AM	122889601	T	11953273	11953274				Download All...
4010_Prov_837P_1.txt-385837	7/11/2011 11:19:10 AM	122889600	T	11953270	11953271				Download All...
4010_Prov_837P.txt-385825	7/11/2011 11:15:29 AM	122889599	T	11953267	11953268				Download All...

EDI Testing



- ✓ To assist you with testing, the EDI Help Desk staff are available from 7:00 am – 6:00 pm, Monday through Friday and can be reached by calling: **866-690-5585**, option 3 or you may contact them by email at: mainecaresupport@molinahealthcare.com.