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## **Standard Companion Guide Trading Partner Information**

### **Instructions related to Transactions based on ASC X12 Implementation Guides, version 005010**

**Companion Guide Version Number: 1.2**  
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## Preface

Companion Guides (CG) may contain two types of data, instructions for electronic communications with the publishing entity (Trading Partner Information) and supplemental information for creating transactions for the publishing entity while ensuring compliance with the associated ASC X12 Implementation Guide (IG) (Transaction Instructions). Either the Trading Partner Information component or the Transaction Instruction component must be included in every CG. The components may be published as separate documents or as a single document.

The Trading Partner Information component is included in the CG when the publishing entity wants to convey the information needed to commence and maintain communication exchange.

The Transaction Instruction component is included in the CG when the publishing entity wants to clarify the IG instructions for submission of specific electronic transactions. The Transaction Instruction component content is limited by ASCX12's copyrights and Fair Use statement.

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# Trading Partner Information (TP)

## 1 TP Introduction

### 1.1 Purpose

This document is intended to provide information from the author of this guide to trading partners to give them the information they need to exchange EDI data with the author. This includes information about registration, testing, support, and specific information about control record setup.

### 1.2 Scope

The EDI Trading Partner Information Guide presents the basic requirements for planning and implementing an EDI-based system for the exchange of ASC X12 transactions with the Ohio Department of Medicaid (ODM). This guide includes information about connectivity, testing parameters, production authorization parameters, and additional information that the new or experienced trading partner will find useful when starting and maintaining an EDI relationship with the ODM. The guide is designed to be used in conjunction with the ASC X12 Type 3 Technical Reports (TR3) adopted under HIPAA and other ASC X12 acknowledgement transactions. In addition, ODM has developed [Companion Guides](#) to be used in tandem with the X12 Consolidated Guides. The Companion Guides are compliant with both the X12 syntax and the Consolidated Guides. Each Companion Guide is intended to convey information that is contained within the framework of the ASC X12 Type 3 Technical Reports (TR3) adopted for use under HIPAA. The Companion Guides are not intended to convey information that in any way exceeds the requirements or usages of data expressed in the ASC X12 Consolidated Guides.

### 1.3 Overview

The information contained in this guide is meant to provide assistance regarding the electronic submission of health information to the ODM. The sole purpose of this document is to provide guidance to entities who wish to become a trading partner. Every effort has been made to assure the information in this guide

conforms to current requirements of the law. Each Medicaid provider and trading partner has the ultimate responsibility to follow federal and state laws, including the [Ohio Administrative Code](#) (OAC). All users of this guide are advised to review these legal requirements with their legal counsel.

## 1.4 References

In addition to the resources available on the ODM Trading Partner website at: <http://medicaid.ohio.gov/PROVIDERS/Billing/TradingPartners.aspx>, there are other websites that contain helpful information to assist in the implementation of the electronic data interchange process. The links to these websites are listed below and are separated by category for easy reference.

### 1.4.1 EDI Basics

For information about EDI software and services, see [1EDI Source, Inc.](#)

### 1.4.2 Government / Associations

- Center for Medicare and Medicaid Services: <http://www.cms.hhs.gov>
- Answers to Frequently Asked Questions: <https://questions.cms.gov/>
- HHS Office for Civil Rights (Privacy) <http://www.hhs.gov/ocr/hipaa/>
- WEDI: Workgroup for EDI <https://www.wedi.org/>
- CMS website for NPI: <http://www.cms.hhs.gov/NationalProvIdentStand/>

### 1.4.3 ASC X12 Standards

- Washington Publishing Company - <http://www.wpc-edi.com/>
- Data Interchange Standards Association - <http://disa.org/>
- American National Standards Institute - <http://ansi.org/>
- Accredited Standards Committee – <http://www.x12.org>

### 1.4.4 Ohio Department of Medicaid

- ODM web site - <http://www.medicaid.ohio.gov/>
- ODM Communication/Security partner – <http://www8.hp.com/us/en/solutions/partner-programs/partners.html>

## 1.5 Additional Information

ODM partners with Hewlett Packard (HP) to receive all HIPAA X12 transactions that are directed to Ohio Medicaid. HP forwards all response transactions from Ohio Medicaid.

HP is an information services company that provides HIPAA EDI transaction communication and security services for Ohio Medicaid. The software utilized by HP is optimized for healthcare transactions as defined by HIPAA Transaction and Code Sets standards.

All transactions are moved via secure Internet transmission using encryption as approved by the Centers for Medicare and Medicaid Services (CMS). HP has implemented two URLs, one for test and one for production.

## 2 Getting Started

### 2.1 Working Together

The EDI Support team is available Monday through Friday 8:00 a.m. – 5:00 p.m. (ET/EST) by calling (614) 387-1212 or (800) 686-1516 opt.4 or via email at [DAS-EDI-Support@das.ohio.gov](mailto:DAS-EDI-Support@das.ohio.gov)

Entities meeting the definition of a trading partner may enroll and submit EDI transactions recognized by ODM by completing the following as stipulated in OAC 5160-1-20 Electronic data interchange (EDI) trading partner enrollment and testing.

- Medicaid Trading Partner Profile Form  
<https://portal.ohmits.com/Public/Trading%20Partners/Trading%20Partner%20Enrollment/tabId/52/Default.aspx>
- Electronic Data Interchange (EDI) Trading Partner Agreement  
<http://medicaid.ohio.gov/PROVIDERS/Billing/TradingPartners/RequiredFormsandTechnicalLetters.aspx>

**NOTE:** If at any time the company who enrolls as a trading partner with ODM changes their tax id, the company we contracted with is a different company and new enrollment, testing, etc. will be required.

(Please visit: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Do-You-Need-a-New-EIN> if you have any questions on this requirement).

## **2.2 Trading Partner Registration**

An EDI Trading Partner is any entity (provider, billing service, software vendor, employer group, financial institution, etc.) that transmits electronic data to or receives electronic data from another entity.

A trading partner, as defined in the OAC 5160-1-20 Electronic data interchange (EDI) trading partner definitions and criteria to enroll as an EDI trading partner, is a covered entity (CE) that submits/receives electronic transactions in its role as an eligible provider for purposes directly related to the administration or provision of medical assistance provided under a public assistance program.

A covered entity, as defined in 45 Code of Federal Regulations (CFR) 160.103, is a health plan, a health care clearinghouse, or a health care provider that transmits health care information in an electronic format in connection with a transaction covered by OAC 5160-1-20.

### **2.2.1 Medicaid Trading Partner Profile Form**

ODM requires that the Medicaid Trading Partner Profile form be completed using the new Trading Partner Enrollment process. The information requested on the form includes:

- Company name and tax ID
- Primary contact for the trading partner (the person who submits EDI files)
- Secondary contact as a backup for the primary point of contact or as a business contact
- Third contact for technical support (such as a software vendor)
- ASC X12 transaction sets and version selection.

The form must be completed using the Trading Partner Enrollment page on the MITS portal.

<https://portal.ohmits.com/Public/Trading%20Partners/Trading%20Partner%20Enrollment/tabId/52/Default.aspx>

**NOTE:** If any of your contact information changes, please inform the EDI Support team by email so that we may keep your information up to date. The auto reset function for password resets is linked to the contacts on file for your company so it is imperative that the contacts on file are current.

### **2.2.2 Electronic Data Interchange (EDI) Trading Partner Agreement**

An EDI Trading Partner Agreement is a contract between parties who have chosen to become electronic business partners. The EDI Trading Partner Agreement stipulates the general terms and conditions under which the partners agree to exchange information electronically. The document defines participant roles, communication, and security requirements.

<http://medicaid.ohio.gov/PROVIDERS/Billing/TradingPartners/RequiredFormsandTEchnicalLetters.aspx> Complete the agreement and send two signed copies of the Agreement to:

Ohio Department of Medicaid  
Trading Partner Agreements  
c/o Office of Contracts and Procurements  
P.O. Box 182709  
Columbus, Ohio 43218-2709

Once the Agreement and the profile are processed a trading partner number is assigned. The company will be notified via email from the EDI Support unit.

## **2.3 Trading Partner Testing and Certification Process**

The test environment replicates the production environment. A test file from a potential trading partner should be created by the same means that the production file is created. EDI testing includes:

- Network connectivity (the communications gateway)
- Standards compliance (EDI translation)
- Business process integrity (applications software).

### **2.3.1 Transmission Files**

Trading partners must submit separate transmissions for 837 Professional, 837 Institutional, 837 Dental files, 270 Eligibility Benefit Request and 276 Claim Status Request. Each transaction type is tested separately.

### 2.3.2 Creating a Test File

A test file must contain valid Ohio Medicaid data, in addition to meeting all ASC X12 and HIPAA requirements. ODM recommends submitting claims that have been previously paid by Ohio Medicaid.

### 2.3.3 Phases of Testing

The ODM daily test cycle includes three phases. The phases include:

- Connectivity and HIPAA compliance (Phase I)
- Pre-processing (Phase II)
- Adjudication (Phase III)

**Phase 1** tests for connectivity, EDI enveloping, and WEDI SNIP Testing Types 1, 2, 3, and 4 for the submission of the ANSI ASC X12N 837 Professional, Institutional, and Dental formats. A 999 Implementation Acknowledgement is returned for file acceptance or rejection.

A rejected status (R) means that the entire file has failed translation (rejected for fundamental X12 or HIPAA errors), and needs to be reviewed, corrected, and resubmitted. None of the claims in a rejected file will be processed in adjudication.

An accepted status (A) in the AK5 and AK9 fields means the file passed translation. The partial acceptance of a file with more than one ST / SE Transaction Set is possible and is represented by a 'P' in the AK5 and AK9.

**Phase II** tests for general information, such as an invalid or missing submitter ID, an invalid recipient ID, a date of service after the file date of submission, etc., that would cause a claim to fail adjudication.

If these types of errors are encountered an 824 Application Advice will be returned for the claims that fail Phase II. All of the claims that pass Phase II will continue to Phase III.

**Phase III - Adjudication.** Detailed Medicaid edits are used to determine if a claim is paid or denied. In Phase III, an 835 Remittance Advice can be returned to the submitter of the file if the submitter has notified the EDI support team of the provider numbers being used during testing. No warrants are issued during testing.

It is highly recommended that the trading partner review all denied claims in the corresponding Remittance Advice and Claim Adjustment Reason codes to determine the cause of any denials. Claim Adjustment Reason codes are sent in

the CAS segment. A passing rate of **90%** or greater of the claims submitted in the translated file will be considered a valid test file. Phase III is meant to replicate production results as closely as possible.

### **2.3.4 Testing Information for 835 Only Trading Partners**

An entity requesting to receive the 835 remittance advice only must submit all of the forms in order to become a trading partner with ODM, as specified in the Getting Started section of this guide. A seven-digit Ohio Medicaid trading partner number will be assigned to be used as the receiver ID in the transmission process.

#### **2.3.4.1 Notification by ODM**

When a Medicaid Trading Partner Profile form and Trading Partner Agreement are received by the department, testing can begin.

- EDI Support will notify you with a User ID and password and assist in the initial log in to the system.
- ODM will send a test 835 file to your mailbox. This file should be used to ensure you are ready to receive a production 835 file.
- When you are confident that the 835 file can be translated correctly, contact [DAS-EDI-Support@das.ohio.gov](mailto:DAS-EDI-Support@das.ohio.gov) and inform the unit of your production readiness.
- Complete one [ODM06306 form](#) for each pay-to /bill-to provider for which you will be the 835 designee. (Designation of an 835 or 834/820 Trading Partner and Instructions for Completing 06306)

### **2.3.5 Testing Information for Managed Care Organizations to Receive the 834-820 Monthly Member Roster/Premium Pay**

Managed care organizations that must receive the 834-820 Monthly Member Roster/Premium Payment Advice must submit all of the forms to become a trading partner with ODM, as specified in the Getting Started section of this document. A seven-digit Ohio Medicaid trading partner number will be assigned to be used as the sender/receiver ID in the transmission process.

#### **2.3.5.1 Notification by ODM**

Your primary contact will be notified via email when all of the required forms are submitted to the EDI Support unit. Complete instructions for connectivity, testing, and moving to production will be provided.

## 3 Testing and Certification Requirements

### 3.1 Testing Requirements

#### 3.1.1 Phase I Testing Parameters

- At least three files per transaction type (837 Professional, 837 Institutional, 837 Dental) must pass Phase 1 testing. (OAC Rule 5160-1-20, Paragraph C-1-a)
- Each file must have a minimum of 50 – 500 claims. (OAC Rule 5160-1-20, Paragraph C-1-c)
- All EDI files must completely pass X12 integrity testing. This checks basic X12 syntax. (OAC Rule 5160-1-20, Paragraph C-1-d)
- All EDI files must completely pass HIPAA syntactical requirement testing. This checks for syntax specifically related to HIPAA Implementation guides. (OAC Rule 5160-1-20, Paragraph C-1-d)
- All EDI files must completely pass HIPAA situation testing. This checks to make sure all interdependent elements are present. (OAC Rule 5160-1-20, Paragraph C-1-d).

#### 3.1.2 Phase II and Phase III Testing Parameters

- Type of Service - A representative sampling of your business claims (types of service such as Ambulance, Home Health, Laboratory, Transportation, etc.) should be contained in the test file. (OAC Rule 5160-1-20, Paragraph C-1-b)
- Additional Transaction Sets - A trading partner must be able to successfully receive and translate the Unsolicited 277, the 824 Application Advice, and the 999 Implementation Acknowledgement transaction sets. The 835 Electronic Remittance Advice is optional but recommended.
- Frequency of Test File Submission - One file per day per transaction type (one Professional, one Institutional, and one Dental) can be sent for processing until those file(s) pass the translator with an Accepted 999 Implementation Acknowledgement.
- Re-submission – A file can be re-submitted using the same claims until 90% of the claims submitted pass Phase II and Phase III. This percentage

must be reached for every transaction type being tested. (OAC Rule 5160-1-20, Paragraph C-1-f)

- Number of Test Files - Three files of each transaction type must be fully tested (end-to-end), each file passing test Adjudication (Phase III) with no more than a 10% denial rate.

## **3.2 Certification Requirements**

The Ohio Department of Medicaid does not certify Trading Partners or the software they choose to use. Trading Partners are authorized to submit/receive Medicaid related transactions once they have successfully completed testing.

### **3.2.1 Completing Testing Successfully**

Successful completion of the testing is confirmed via e-mail and in a hard-copy letter sent by the Department of Administrative Services (DAS) in the Office of Information Technology (OIT).

Once testing has been successfully completed and a production account is ready, the EDI Support unit will contact the trading partner to begin submitting files for production.

### **3.2.2 Moving to Production**

DAS will notify trading partners with a begin date to submit production files using electronic data interchange once the requirements outlined below are complete:

- Meet all testing criteria (OAC Rule 5160-1-20, Paragraph C-1).

### **3.2.3 Designation of 835 or 834-820 Trading Partner (ODM06306)**

This [form](#) is only required if the trading partner plans to receive the 835 remittance advice on behalf of their clients. A separate form for each bill-to/pay-to is required.

#### **3.2.3.1 ODM06306 form is ACA 1104 Phase III compliant.**

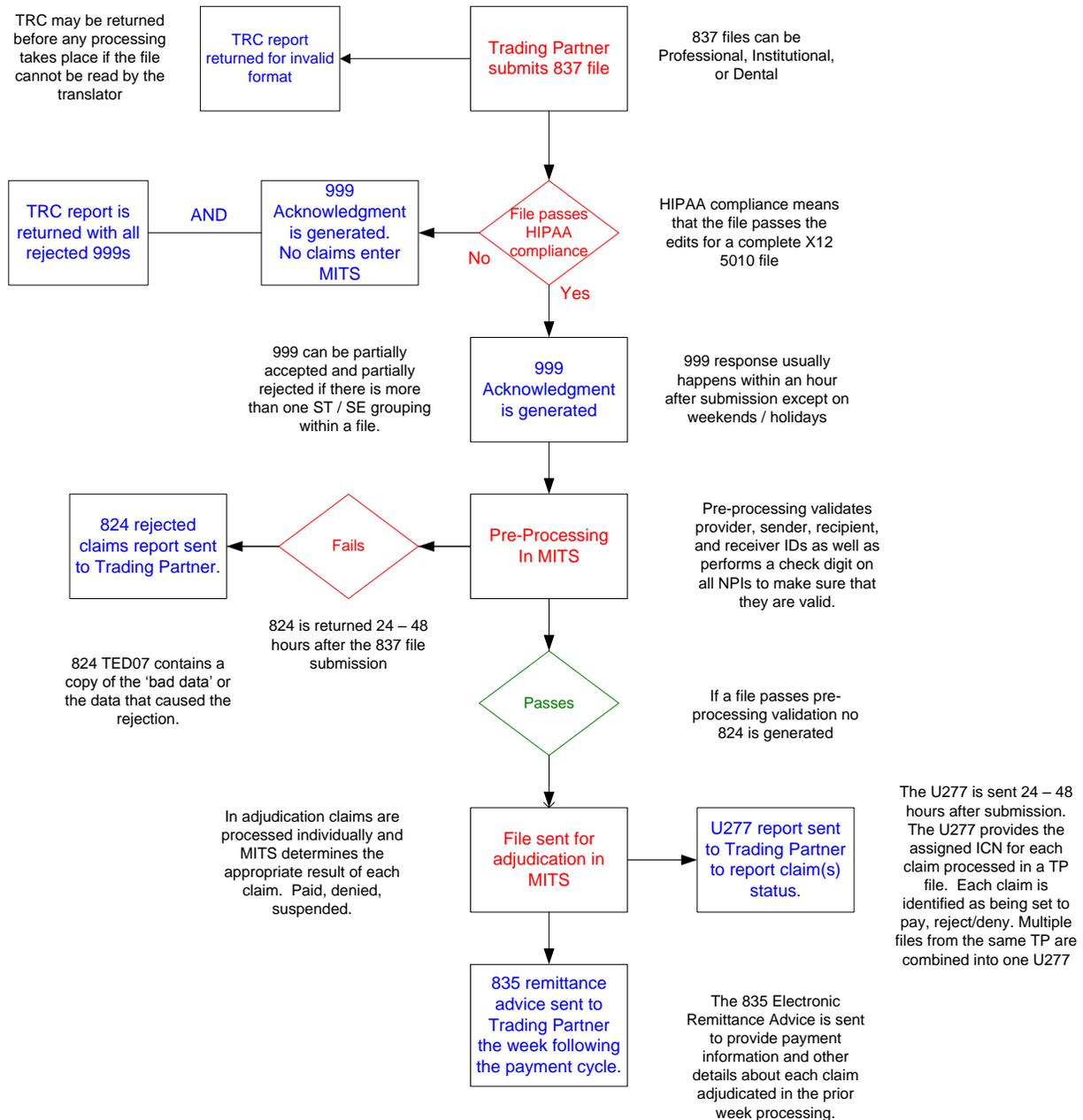
Please read all instructions.

<http://medicaid.ohio.gov/PROVIDERS/Billing/TradingPartners/RequiredFormsandTechnicalLetters.aspx>

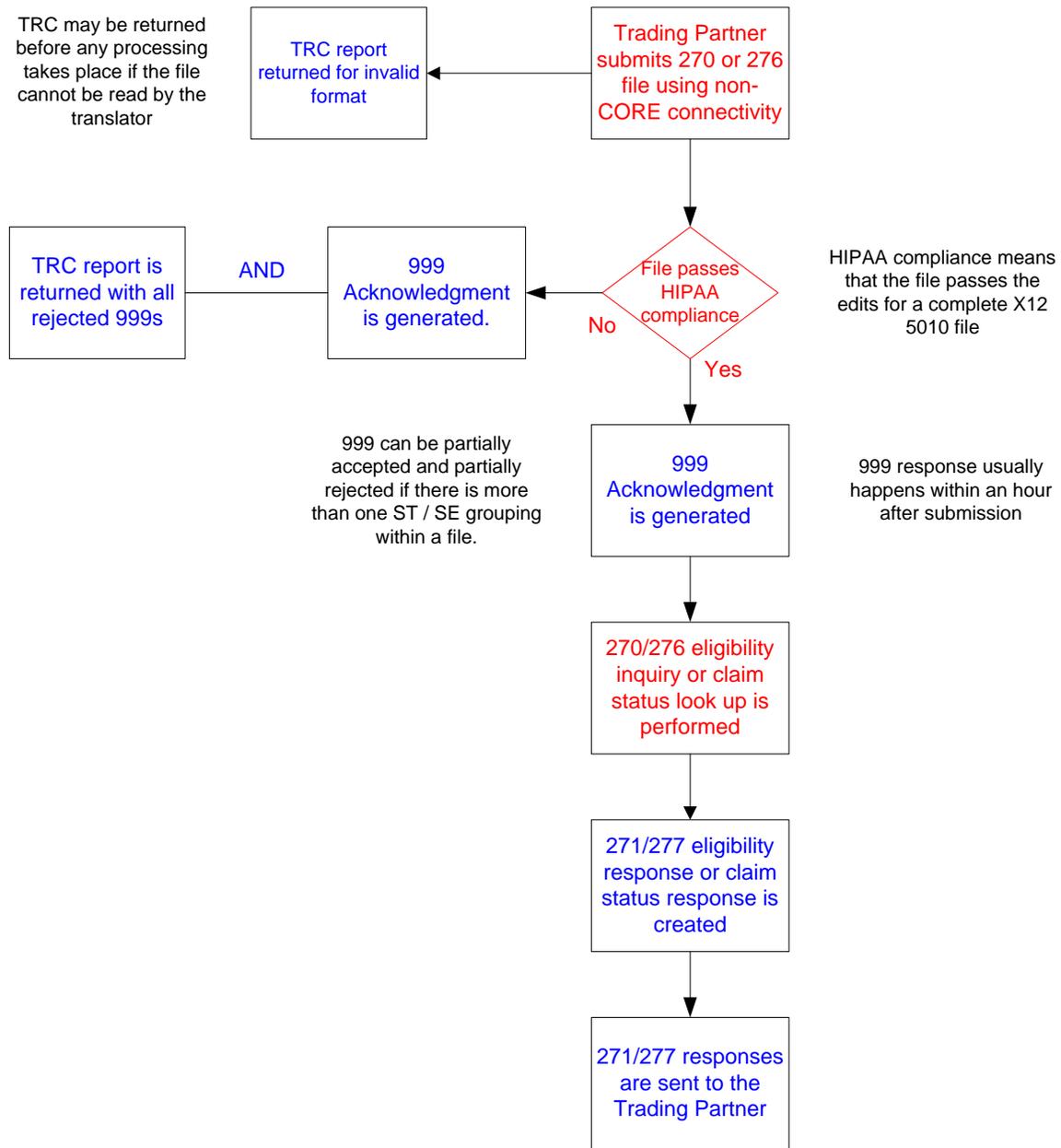
# 4 Connectivity / Communications

## 4.1 Process flows

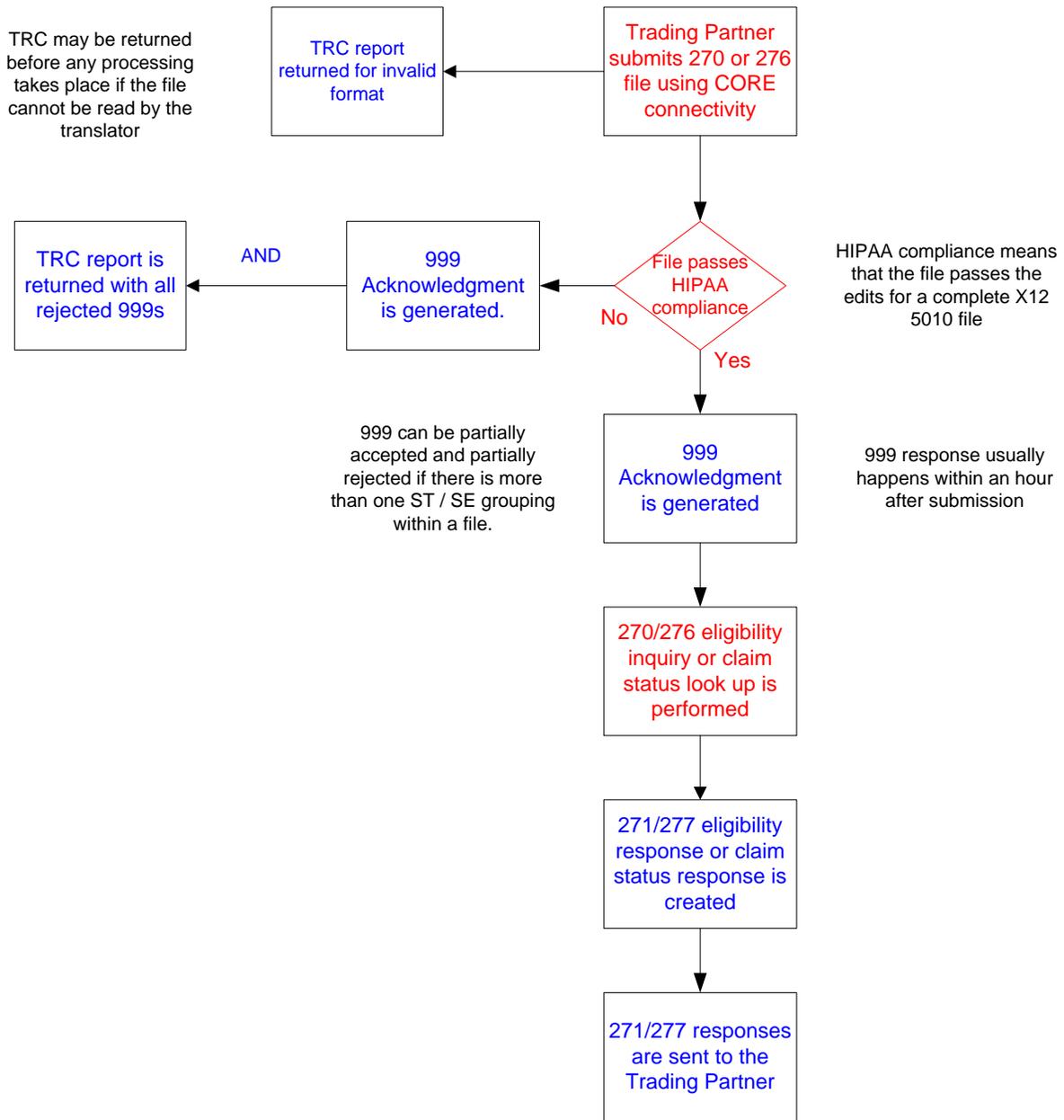
### CLAIM PROCESS FLOW



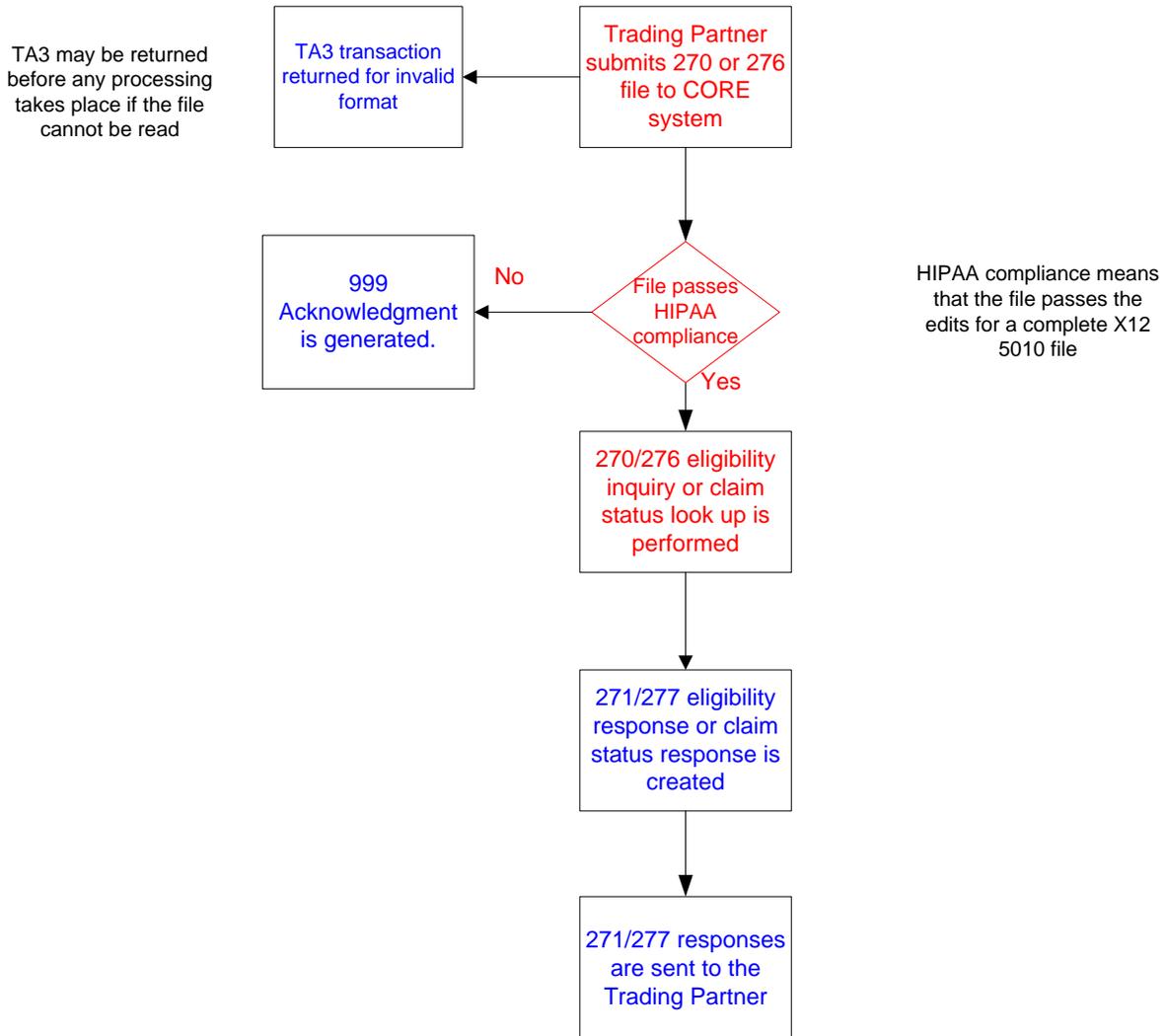
## Non-CORE Process for 270/276 (Batch mode)



## CORE Process for 270/276 (Batch mode)



## CORE Process for 270/276 (Real-time)



## 4.2 Transmission Administrative Procedures

The HP Communication Security System (CSS), provided by HP Business Exchange Services (BES), ensures the security and privacy of ePHI data being transmitted to ODM by its trading partners over the Internet.

In order to provide the greatest flexibility without compromising security, three choices of secure file transfer protocols are acceptable:

- Web File Transfer System – HTTP over SSL (HTTPS) provides a set of interactive secure web screens for file submission and retrieval.
- File Transfer Protocol using SSL (FTPS) – FTPS is an extension of the original FTP protocol which adds encryption of the command and data channels via SSL/TLS.
- CORE – Installed SOAP UI (open source nonproprietary software) as a client for submitting Real time and Batch transaction. The Real time and Batch transaction use HTTPS, so the data is encrypted to allow safe transmission over the public Internet.

### 4.2.1 Re-transmission procedures

ODM does not change, alter, delete, resubmit or otherwise modify data as received from a trading partner using EDI. Re-transmission must be performed by the trading partner.

## 4.3 Communication Protocols

### 4.3.1 Connecting to the Web File Transfer System Using the Website (HTTPS)

The Web File Transfer System allows trading partners to interface with ODM over the public internet using a web browser. HTTPS allows the trading partner to:

- Submit files to ODM
- Retrieve files from ODM.

In order to access the Web File Transfer System, trading partners are required to use Microsoft Internet Explorer 6.0 or higher with 128-bit encryption. The browser must be configured to accept cookies.

The test and production environments will be available through different secure (HTTPS) internet addresses:

- Testing environment: <https://www.cert.oh.business-exchange-eds.com>
- Production environment: <https://www.prod.oh.business-exchange-eds.com>

Detailed information and instructions for using the Web File Transfer System can be found in the Web File Transfer System User Guide available on the trading partner website.

#### **4.3.2 Connecting to the Web File Transfer System Using FTP Over SSL Protocol**

A username and unique password for each trading partner will be generated at the time the account is created.

The production and test systems can be accessed from the Internet through different hostnames:

- Testing environment: cert.oh.business-exchange-eds.com
- Production environment: prod.oh.business-exchange-eds.com

If the FTPS client computer is not able to resolve Internet hostnames, updates to the client host table may be required. Please contact [DAS-EDI-Support@das.ohio.gov](mailto:DAS-EDI-Support@das.ohio.gov).

##### **4.3.2.1 Guidelines for using FTP over SSL Protocol**

To provision your system to use the FTPS protocol, follow the guidelines outlined below:

- The TCP port used for FTPS for both the production and testing environments will be 3001. This port will not be 21.
- Passive mode must be specified for the file transfers under FTPS. The range of ports allocated for the FTPS data connection is 65000 – 65534.
- Unless outbound Internet access is unrestricted from the client computer, any firewall between the client computer and the HP server should be configured to allow traffic on the TCP connection port and TCP ports to allow passive mode.

##### **4.3.2.2 FTPS File Naming Conventions for Inbound Files**

To protect a trading partner from partial files being accepted, a naming convention during submission must be followed. Files in the process of being transferred must have an .lck extension. Once a file has successfully been transferred by the trading partner, the .lck extension must be removed by the trading partner before HP can accept the file.

HP does not require a naming standard for file names. Files will be renamed and moved once received.

#### 4.3.2.3 FTPS File Naming Conventions for Outbound Files

All outbound files available for download are created individually with the following naming convention: UUUUUUU.SSSSSSS.DDDDDDD.EEE as described in the table below.

Naming Convention	Description
UUUUUUU	ODM assigned trading partner ID. The ID is a seven-digit number
SSSSSSS	HP submission ID
DDDDDDD	HP file ID
EEE	Transaction type

#### 4.3.3 Connecting using the CORE approved method

For details on connectivity using CORE, please see the CORE connectivity information on the trading partner website under 'Companion Guides'.

## 4.4 Security Protocols

### 4.4.1 Passwords for HTTPS Connections

After a trading partner has passed testing and is authorized to send electronic claims, use the directions below to log onto the Web File Transfer System for the first time:

- Scroll down to Forgot your password on the homepage and select Click HERE for password reset.
- Enter your seven-digit trading partner number in the User ID field.
- Enter the email address on file with ODM in the e-Mail Address field. A new temporary password is sent to that email account.

When the trading partner returns to the login screen and logs in using the new temporary password, the system will display a message that the password entered has expired and prompt you to set a new password. Passwords expire and must be reset every 30 days.

**Note:** The contact information for your company must be current in order to have the ability to reset your password. Whenever the contact person(s) for your company is changed, please send notification to the [DAS-EDI-Support@das.ohio.gov](mailto:DAS-EDI-Support@das.ohio.gov) unit.

#### **4.4.2 Passwords for FTP over SSL Connections**

Trading partners using FTPS over SSL are assigned a password to connect by the DAS EDI Help Desk. FTP passwords expire annually.

#### **4.4.3 Passwords for CORE**

Passwords for SoapUI expire every 30 days and will need to be reset by the user within the changePassword utility.

## **5 Contact information**

### **5.1 EDI Customer Service**

Customer Service is available Monday through Friday 8:00 a.m. – 5:00 p.m. (ET/EST) by calling (614) 387-1212 or via email at [DAS-EDI-Support@das.ohio.gov](mailto:DAS-EDI-Support@das.ohio.gov) .

### **5.2 EDI Technical Assistance**

Both potential trading partners and trading partners in production may contact the EDI Support Desk at:

- Phone: 614-387-1212
- E-mail: [DAS-EDI-Support@das.ohio.gov](mailto:DAS-EDI-Support@das.ohio.gov)

### **5.3 Provider Services**

For billing issues, contact the ODM Provider Support Unit at:  
Phone: 800-686-1516

### **5.4 Applicable websites / e-mail**

Ohio Department of Medicaid web site - <http://www.medicaid.ohio.gov/>  
ODM Trading Partner web site - <http://medicaid.ohio.gov/PROVIDERS/Billing/TradingPartners.aspx>

## **6 Control Segments / Envelopes**

Electronic envelopes control and track communication between trading partners. One envelope may contain many transaction sets grouped into functional groups. ODM

expects one functional group (GS) per outer envelope (ISA) as defined by the GS08 element. For more information, see the [ODM Companion Guides](#).

ODM accepts the standard delimiters as defined by the ANSI standards. The delimiters in the table are recommended.

Delimiter	Character Name	Character
Data Element Separator	Asterisk	*
Sub-Element Separator	Colon	:
Segment Terminator	Tilde	~
Repetition Separator	Carot	^

## 6.1 ISA-IEA

The ISA segment is the beginning, outermost envelope of the Interchange Control Structure. It contains authorization and security information. ODM does not require authorization and security information in the ISA.

The ISA also identifies the following:

- Sender
- Receiver
- Date and Time
- Interchange Control Number
- Version
- Control Identifier
- Test or Production Flag
- Sub-element separator.

**Note:** The Interchange Control Number (ISA13) must be unique within a day's transmission. The Test or Production Flag (ISA15) must be a **T** for Test. Only use **P** for Production.

For more information about the ISA segment, see the [ODM Companion Guides](#).

### 6.1.1 Example of the ISA Segment for a Test File

```
ISA*00* ..... *00* ..... *ZZ*7.DIGIT.ID..... *ZZ*MMISODJFS..... *031016*2300*^*00501*00000
0001*0*T*::~~
```

### 6.1.2 Example of the ISA Segment for a Production File

```
ISA*00* ..... *00* ..... *ZZ*7.DIGIT.ID..... *ZZ*MMISODJFS..... *031016*2300*^*00501*00000
0001*0*P*::~~
```

## 6.2 GS-GE

The GS segment identifies the collection of transaction sets that are included in the Functional Group. The GS segment identifies the following:

- Functional Group
- Sender
- Receiver
- Date and Time
- Functional Group Control Number

The GS08 identifies the type of transaction sets contained within the Functional Group envelope. ODM expects only one type of transaction set within a GS envelope. The GS-GE requirements are defined in the [ODM Companion Guides](#).

## 6.3 ST-SE

The transaction set identifier uniquely identifies the transaction set. The value for the transaction set control number, in the header and trailer control segments must be identical for any given transaction. The value for the number of included segments is the total number of segments in the transaction set including the ST and SE segments. The Transaction Set Control Number (ST02, SE02) shall be unique within a given functional group envelope (GS/GE).

# 7 Acknowledgements and Reports

## 7.1 ASC X12 Acknowledgments

### 7.1.1 999 Implementation Acknowledgement for Health Care Insurance

This transaction set is used to acknowledge acceptance or rejection and report errors in a transmitted file. A code indicating an accepted, partial accepted or rejected condition based on syntax editing will be returned. In the event that a file fails X12 validation, the 999 will be returned to the sender with a rejected status and information helpful in locating the invalid data.

For every correctly formatted document inbound to ODM, a transmission acknowledgment document will be sent to the trading partner. The sender is responsible for reviewing the 999 for an accepted, partial accepted or rejected

status. For every document outbound from ODM, a transmission acknowledgment document is not expected to be received from the trading partner.

### **7.1.2 Unsolicited 277 – Accepted Claims and Rejected Claims**

An Unsolicited 277 will be generated and sent when claims transmitted in an inbound 837 transaction pass pre-processing for adjudication. It is strongly suggested that trading partners watch for and process the U277 files when they are in the trading partner's download folder. The Unsolicited 277 file will enable the trading partner to reconcile the claims sent to ODM. The U277 file will contain the ODM assigned Interchange Control Number (ICN) that will assist the provider in accessing information in the Interactive Voice Response system (IVR).

### **7.1.3 824 Application Advice**

An 824 Application Advice is generated and sent when an inbound 837 transaction fails pre-processing for adjudication. Common errors for which an 824 is sent include, but are not limited to, submitter or pay-to provider not found in the ODM master file, rendering provider not found in the master file, a date of service after the date of file submission. It is strongly suggested that trading partners watch for and process the 824 files when they are in the trading partner's download folder. In some instances, this will be the only way a trading partner will know that the entire file for a particular provider has been rejected.

## **7.2 Report Inventory**

.TRC or Trace report will be sent to the trading partner if the submitted file cannot be read by the translator. The .TRC report will also accompany all rejected and partially accepted 999 Implementation Acknowledgement transactions. The .TRC will assist the trading partner in determining the reason for the rejection, including identifying the line(s) where the error(s) occurred.

# **8 Additional Trading Partner Information**

## **8.1 Implementation Checklist**

Review the ODM Trading Partner Information Guide

- Review the HIPAA published X12 Type 3 Technical Reports (TR3) on the [Washington Publishing Company's](#) website.
- Review the [ODM Companion Guides](#)
- Coordinate the testing strategy with your internal IT and business units.
- Complete and submit the Medicaid Trading Partner Profile form by completing the Trading Partner Enrollment process: <https://portal.ohmits.com/Public/Trading%20Partners/tabId/51/Default.aspx>
- Print two copies of the Ohio Department of Medicaid Trading Partner Agreement.  
<http://medicaid.ohio.gov/PROVIDERS/Billing/TradingPartners/RequiredFormsandTechnicalLetters.aspx>

Complete both agreements, with original signatures and mail both to:

Ohio Department of Medicaid  
Trading Partner Agreements  
c/o Federal and State Compliance Section  
P.O. Box 182709  
Columbus, Ohio 43218-2709

- Complete mapping and coding requirements for selected translator software.
- Verify your Medicaid Trading Partner Number. This number will be your Sender/Receiver User ID.
- Verify password(s) and ID's for connectivity as outlined in the Connectivity Information section of this guide.
- Provide a list of Medicaid Provider numbers you intend to use for testing to the EDI Support team. A maximum of 5 providers should be used.
- Generate and submit EDI data for end-to-end testing in the test environment. Test files should contain a minimum of 50 claims and a maximum of 500 claims.
- Verify your 999 Implementation Acknowledgement, U277 claim status, 824 Application Advice (if applicable) and 835 Remittance Advice.

## 8.2 Transmission Examples

For Transmission Examples, please see the individual ODM Companion Guides.

## 8.3 Trading Partner Agreement

EDI Trading Partner Agreements ensure the integrity of the electronic transaction process. The Trading Partner Agreement is related to the electronic exchange of information, whether the agreement is an entity or a part of a larger agreement, between each party to the agreement.

For example, a Trading Partner Agreement may specify among other things, the roles and responsibilities of each party to the agreement in conducting standard transactions. Use the link below to access the ODM Trading Partner Agreement.

<http://medicaid.ohio.gov/PROVIDERS/Billing/TradingPartners/RequiredFormsandTechnicalLetters.aspx>

#### 8.4 Frequently Asked Questions

Please visit the EDI FAQs on the Trading Partner website:

<http://medicaid.ohio.gov/PROVIDERS/Billing/TradingPartners.aspx>

#### 8.5 Other Resources

No information is being supplied for this section.

## 9 TP Change Summary

Version	Date	Section(s) changed	Change Summary
1.0	04/18/2014	Initial Creation using X12 template	n/a
1.1	07/14/2014	2.3.4.1 3.2.3 3.2.3.1 8.1	Changed form name JFS-06306 to ODM06036. Updated links to new ODM forms website. Corrected Companion Guide link in section 8.1
1.2	9/18/2014	2.2.2 8.1	Changed mailing address for the Office of Contracts and Procurement.