> Michigan Department of Health and Human Services
>
> Instructions – CHAMPS Business-to-Business Testing
>
> ASC X12N 837 v5010 Encounter Transactions

Introduction

The Michigan Department of Health and Human Services currently requires electronic submission of Health Care 837 Encounter transactions using the ASC X12N 837 - Version 5010 format for electronic Encounter transactions.

The following 837 v5010 format versions apply to Health Care Encounter transactions and will be used for State of Michigan 837 v5010 Encounter testing:

- 837 Encounters - Professional version: **005010X222A1**
- 837 Encounters - Institutional version: **005010X223A2**
- 837 Encounters - Dental version: **005010X224A2**

Resources

Technical Reports Type 3 (TR3, formerly known as the Implementation Guides) can be purchased from Washington Publishing Company, at www.wpc-edi.com (MDHHS does not provide the TR3 documents).

Other supporting reference material related to the MDHHS Encounter submission process is found at the website michigan.gov/tradingpartners.This MDHHS webpage contains important process information and must be reviewed prior to submitting Electronic Encounter transactions. Some of the information found on the webpage includes:

- MDHHS Companion Guides – These documents provide essential details regarding MDHHS data requirements for each transaction format (837P, 837I, 837D). These companion guides provide data clarification specific to the State of Michigan and the MDHHS Encounter submission process. The Companion Guides must be used in conjunction with the corresponding ANSI X12N Technical Reports. These Companion Guides are located at michigan.gov/tradingpartners >> HIPAA – Companion Guides.

- The MDHHS Electronic Submission Manual – This reference manual provides information on access and use of the File Transfer Service (FTS) for exchange of electronic files with MDHHS. It is located at: michigan.gov/tradingpartners >> HIPAA – Companion Guides >> Electronic Submission Manual (appears at the bottom of the web page, in the *Resources* section)

- For information regarding file layouts of Encounter submission files and the returned error report (Encounter Transaction Results Report – ETRR – 4950T) go to michigan.gov/mdhhs >> Doing Business with MDHHS >> Health Care Providers >> HIPAA >> Encounter Data Submission (appears in the *HIPAA* section, near the bottom of the list)

CHAMPS Business to Business (B2B) Encounters Testing

Overview

MDHHS requests that you test in the same manner you currently submit Encounters. The CHAMPS B2B test environment has the same functionality as the current CHAMPS production environment.

MDHHS provides two test environments for validation of 837 v5010 Encounter transactions submitted by Trading Partners. **Stage 1 - Ramp Manager** Testing is available to Trading Partners for verifying HIPAA syntax before proceeding to **Stage 2 - CHAMPS B2B** Testing. The following provides additional information regarding the two test environments.

Stage 1 – Ramp Manager Testing Process

Stage 1 - Ramp Manager Testing uses the EDIFECS Ramp Manager automated testing website to confirm the syntax and format of transactions to be submitted for testing in the CHAMPS B2B Test System. **Ramp Manager Testing** is available for all Trading Partners. This tool provides an easy-to-use environment to test 837 v5010 Encounters for HIPAA syntax and format compliance. Ramp Manager does not verify data such as NPI or beneficiary ID, which will be verified during Stage 2 - CHAMPS B2B Testing. It is recommended you use valid information in Stage 1 test files, in anticipation of Stage 2 testing, which will require such information.

Follow these steps to perform Stage 1 - Ramp Manager Testing:
1. Before you can begin using the Ramp Manager automated testing tool, you must:
    a. Be enrolled as a Billing Agent in CHAMPS production. If you're not, follow the instructions here: michigan.gov/tradingpartners >> Electronic Submissions Transactions >> How to Enroll. Once approved, you will receive an email from MDHHS.

    b. receive an email invitation from the State of Michigan Testing Community Administrator, which will provide your Username, Password, and a link to the Ramp Manager website. If you have not received an invitation, send an email to: MDHHS-B2B-Testing@michigan.gov

2. Once you have received your Ramp Manager invitation, logon using your assigned Username and Password; read the Reference Materials, open your assigned Test Programs, and perform the listed tasks to test your Encounter files.

3. Record your task-by-task progress within Ramp Manager.

4. Prepare test files containing between 25 and 50 unique Encounters that demonstrate the ability to pass validation tests with no validation rejections reported by Ramp Manager. This will confirm successful inclusion of mandatory data fields and balancing requirements.

5. Continue testing with Ramp Manager, using a wide variety of Encounters, until you verify that your system generates HIPAA-compliant 837 v5010 Encounters.

Stage 2 – CHAMPS B2B Testing Process

Stage 2 - CHAMPS B2B Testing is performed after completion of Stage 1 - Ramp Manager Testing, and consists of submitting test files to MDHHS for processing through the CHAMPS B2B Test System. **CHAMPS B2B testing** confirms the ability of your system to interact with the MDHHS CHAMPS electronic submission process and validates the processing of your 837 Encounter transaction files. Submit files containing between 25 and 50 individual Encounters per test, using a representative sample of the types of Encounters submitted on a regular basis. Send files containing active Medicaid beneficiaries: do not enter "fake" Medicaid ID numbers.

Note: Stage 2 - CHAMPS B2B Testing requires:
a) The submitter is an approved MDHHS electronic submitter

b) Trading Partners who submit 837 transactions on behalf of other providers, must first verify those providers have *associated* with you in CHAMPS (using the *Associate Billing Agent* edit function)

c) Test transactions are submitted electronically via the MDHHS File Transfer Service (FTS). Refer to the *Resources* section of this document for information regarding electronic submissions.

Follow these steps to perform Stage 2 - CHAMPS B2B Testing:

1. Create a test file of 837 Encounters using your billing system and EDI software. The test Encounter file must adhere to the following:

   - Each test file must: contain between 25 and 50 Encounters; conform to the specifications in the Companion Guide and TR3; and reference actual, valid, beneficiary identifiers (Medicaid ID numbers, Client Identification Numbers (CIN), or unique plan-assigned identification numbers). Select beneficiaries who were Medicaid-eligible as of the service date you are using in the test Encounter.

     > **Note: If you would like to submit a test file with more than 50 Encounters please contact us at MDHHS-B2B-Testing@michigan.gov**

   - The Interchange Envelope (ISA segment) must contain:
     - your **MDHHS-assigned FTS User ID** (four characters, left-justified, followed by spaces, to fill the required 15-character length) in the **ISA06** (Sender) data element

     - **"Encounter"** (left-justified, followed by spaces, to fill the required 15-character length) in the **ISA08** (Receiver) data element

     - **"T"** in the **ISA15** data element (to identify the file as a **T**est file)

   The Interchange Envelope (ISA segment) may contain one or more Functional Groups. Per X12 guidelines each Functional Group (GS segment) will specify the type of Encounter transactions it contains (Professional, Institutional, or Dental), and cannot contain different transaction types (e.g. both 837P (Professional) and 837I (Institutional)).

   - The Functional Group (GS segment) must contain:
     - your **MDHHS-assigned FTS User ID** in the **GS02** data element (four characters, must match the **ISA06** Sender ID, but is not space-filled to the right)

     - **"Encounter"** in the **GS03** data element (must match the **ISA08** Receiver ID, but is not space-filled to the right)

     - one of the following in the **GS08** data element:
       - **005010X222A1** for Professional Encounters; or
       - **005010X223A2** for Institutional Encounters; or
       - **005010X224A2** for Dental Encounters

2. Submit your 837 Encounter test transaction file via the FTS, using one of the following (refer to the *MDHHS Electronic Submission Manual*):

   - Secure File Transfer Protocol (SFTP) using the PUT command:
     PUT {your drive\directory\filename} **5476T**@DCHEDI

     – OR –

   - MDHHS Internet Connection (FTS web portal): dxgweb.state.mi.us/user
     After logon to your mailbox in the FTS system:
     1) click on the **Upload Message** button

     2) enter **DCHEDI** as the Recipient

     3) enter **5476T** as the Class ID

     4) select the transfer mode (usually, **Text**)

5) click **Choose File** to select the Encounters test file from your PC

6) click on the **Upload** button to submit the selected file; then,

7) go to the **Uploaded** folder, and confirm your file submission was **Completed**.

For either submission technique above, use a Class ID of **"5476T"** for 837 Test Encounters. The *MDHHS Electronic Submission Manual* provides additional information regarding the file submission process (refer to the *Resources* section of this document).

- Then, send an email to: MDHHS-B2B-Testing@michigan.gov stating you submitted an Encounters test file:
  - o Please use a subject line of **"ZZZZ Encounter Test for DCHXXXX"** where "ZZZZ" = transaction type (e.g., 837P) and "DCHXXXX" is your FTS User ID.
  - o Please include a contact name, telephone number, name of the test file, the type of 837 Encounter file (837P, 837I or 837D), and date/time submitted in FTS.

3. Your test file will be automatically processed, and response files returned to you:
   - A TA1 Interchange Acknowledgement will be sent to your FTS mailbox if the submitted file had a value of **"1"** in the **ISA14** data element of the Interchange Envelope. Please check your FTS mailbox for this acknowledgement and review it for accuracy.

   - A 999 Functional Acknowledgement will be sent to your FTS mailbox; please look for this acknowledgement in your FTS mailbox, review any errors in your transactions, and consult the HIPAA TR3 and/or Michigan's Companion Guide specifications to identify needed corrections. Valid test files will be loaded into the MDHHS CHAMPS B2B Test system.

     Please note: generation of the 999 Functional Acknowledgement should occur within 2 hours of your test file submission, assuming there are no severe structural issues with the file.

     If significant errors occur during your **CHAMPS B2B Stage 2 testing**, it may be helpful to test your file using **Stage 1 Ramp Manager** to confirm the format and syntax of your file.

   - After your test Encounters have been processed in the B2B test system, a **4950T** Encounter Transaction Results Report (ETRR) will be generated and sent to your FTS mailbox the next morning. Open your mailbox to see if you received this report and if so, review your submitted transactions for any needed corrections.

4. After you have reviewed the 4950T ETRR Report and are satisfied with your test results, send an email to MDHHS-B2B-Testing@michigan.gov to let us know the results of your test.

Completion of Testing for HIPAA 837 v5010 Encounter Transactions

Following successful checkout of your Stage 2 - CHAMPS B2B Testing, please logon to Ramp Manager, access the Encounters Test Program, and complete the appropriate Task. MDHHS will review test results for new submitters and notify you if further testing is needed.

Note for future reference: When MDHHS approves your submission of files to CHAMPS Production, you must use a **"P"** in the **ISA15** data element of the Interchange Envelope within your Encounters file; and a Class ID of **"5476"** when uploading your Production file in FTS.

If you have any questions, please send an email to:
MDHHS-B2B-Testing@michigan.gov