



Michigan Department of Community Health Instructions – CHAMPS Business-to-Business Testing NCPDP Version D.0 Encounter Transactions

Introduction

The Standardization Committee within the National Council for Prescription Drug Programs (NCPDP) is responsible for maintaining standard formats for the electronic submission of third party drug claims and other related transactions. NCPDP revises the standard format as industry requirements change, to provide a consistent format for electronic pharmacy transaction processing, for several transaction types. The NCPDP Encounter transactions are used to report health care products and services for prescription drugs and certain durable medical equipment health care products.

The Michigan Department of Community Health currently receives electronic NCPDP Encounters transactions in the NCPDP 5.1 format. On January 1, 2012, the health care industry will require electronic submission of pharmacy Encounter information in conformance with the *NCPDP Telecommunication Standard Version D.0 and Batch Standard Version 1.2* and the *MDCH Companion Guide for Pharmacy Encounters*. MDCH will use the Billing (B1), Reversal (B2), and Re-Bill (B3) transaction types only.

Prior to January 1, 2012, electronic NCPDP Encounters will only be accepted in the current NCPDP 5.1 format.

This document explains the testing requirements for Trading Partners preparing to submit electronic NCPDP Encounters transactions in the new format, version D.0.

Resources

NCPDP-compliant transactions require use of the *NCPDP Telecommunication Standard Implementation Guide Version D.0*, dated August 7, 2010. MDCH does not provide the Implementation Guide document, available for download from the NCPDP website at: http://www.ncdp.org/standards_purchase.aspx. Access to the Implementation Guide requires an NCPDP membership.

Other supporting reference material related to the MDCH NCPDP Encounters submission process is found at the website: www.michigan.gov/5010ICD10. This MDCH webpage contains important process information and should be reviewed prior to submitting electronic transactions. Some of the information found on the webpage includes:

- *MDCH Companion Guide for NCPDP Pharmacy Encounters* – This document provides essential details regarding MDCH data requirements for each transaction format, and data clarification for purposes of the MDCH NCPDP Encounter submission process. The *MDCH Companion Guide* must be used in conjunction with the *NCPDP Implementation Guide*.
- *5010 Frequently Asked Questions* – This document provides information on Michigan's v5010 implementation.
- *HIPAA 5010 and ICD-10 Preparedness* – A presentation by MDCH and Blue Cross Blue Shield of Michigan, on plans for test and deployment of these mandated changes.

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- *The MDCH Electronic Submission Manual - March 18, 2011* – This reference manual provides information on access and use of the Data Exchange Gateway (DEG) for exchange of electronic files with MDCH.

CHAMPS Business to Business (B2B) Encounters Testing

Overview

MDCH has implemented a two-stage testing process for validation of NCPDP Encounter transactions submitted by its Trading Partners. Partners must complete this testing process **prior to December 22, 2011** to insure electronic data exchange within the Michigan Medicaid Business community will operate successfully following the January 1, 2012 implementation of the v5010 standards in the CHAMPS system. MDCH recommends Stage 1 - Integrity Testing be completed by Trading Partners before proceeding to Stage 2 - CHAMPS (B2B) Testing.

- **Stage 1 - Integrity Testing** may be performed using the EDIFICS Ramp Manager automated testing website, at the Trading Partner's discretion. Because of limitations in EDIFICS' Ramp Manager tool for the NCPDP encounter transaction, we are noting this test stage as optional for the NCPDP encounter transaction. This tool is available at no cost and recommended to our Trading Partners as an easy-to-use tool to individually test NCPDP B1, B2 and B3 encounter transactions for syntax and format compliance. Ramp Manager does not support analysis of NCPDP Batch 1.2 files containing multiple transactions (B1, B2 and/or B3). Ramp Manager also does not verify data such as NPI or Beneficiary ID, which will be verified during Stage 2 CHAMPS B2B Testing.
- **Stage 2 – CHAMPS B2B Testing** is the process of submitting test files to MDCH for processing through the MDCH CHAMPS B2B Test System. B2B testing confirms the ability of your system to interact with the MDCH CHAMPS electronic submission process, and validates the processing of your NCPDP Encounter transaction files. Trading Partners are asked to submit up to a maximum of 50 individual Encounters per test (including 10 COB transactions for B1 testing by MHP and MICHild Trading Partners), using a representative sample of the transactions submitted on a regular basis. Send files identified as "Test", and containing active Medicaid beneficiaries: do not enter "fake" Medicaid ID numbers.

The following provides additional information regarding the two stages of testing activity.

Stage I – Integrity Testing Process (June-December 2011)

Stage 1 - Integrity Testing uses the Ramp Manager website to confirm the syntax and format of transactions to be submitted for testing in the MDCH CHAMPS B2B Test System.

- 1) Before you can begin Integrity Testing using the Ramp Manager automated testing tool, you must first receive an email invitation from the MDCH State of Michigan Testing Community Administrator, which will provide you a Username, a Password, and a link to the Ramp Manager website.
- 2) If you have not received an invitation email to join the Ramp Manager Test community, and already submit electronic CHAMPS transactions, please contact the MDCH B2B Test Team at: MDCH-B2B-Testing@michigan.gov to obtain a Username and Password.
- 3) When you have received your Ramp Manager Username and Password, please reference the *MDCH Ramp Manager Startup Guide* during your first logon to the website. Logon using your assigned Username and Password; confirm your Profile; change your Password; read the Reference Materials, add co-worker Contacts; open your assigned testing Programs, and perform the listed Tasks to test your Encounters files.

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Note: To use Ramp Manager for Stage 1 testing, you must separate your transaction types, so that each test file contains only B1, B2, or B3 transactions, to match the Ramp Manager Test Program you are using:

1. Stage-1 NCPDP D.0 B1 – Billing;
2. Stage-1 NCPDP D.0 B2 – Reversals; or
3. Stage-1 NCPDP D.0 B3 – Rebill.

Test files should contain a representative sample of the transactions you routinely send to MDCH; for additional details please refer to “Stage 2 - CHAMPS B2B Testing Process”.

- 4) Record your step-by-step progress within Ramp Manager for each Stage-1 Test Program. On occasion, you may be sent an email questionnaire regarding various parts of the test process.
- 5) If you wish to perform Stage 1 testing with Ramp Manager, we encourage you to:
 - a) Include a wide variety of NCPDP Encounters in your test files, including transactions that contain compounds
 - b) Separately test the Original, Reversal, and Rebill (B1, B2, and B3) transactions, placing the transactions in separate files by Transaction Type and using the corresponding Stage-1 B1, B2, or B3 Test Program;
 - c) Include COB segments for Secondary/Tertiary Payers on at least ten (10) B1 – Billing transactions, submitted by MHP and MIChild Trading Partners. MDCH also recommends you include COB segments to test B3 - Rebill transactions.
- 6) When you complete Stage-1 Testing, proceed to Stage-2 CHAMPS B2B Testing using the procedure described below.

Stage 2 – MDCH Champs B2B Testing Process (July-December 2011)

Stage 2 – MDCH CHAMPS B2B Testing consists of submitting test files using Michigan’s Data Exchange Gateway (DEG) for processing through the MDCH CHAMPS B2B Test System.

Note: Stage 2 - CHAMPS B2B Testing requires: a) the submitter is an approved MDCH electronic submitter; and b) test transactions are submitted electronically via the MDCH Data Exchange Gateway (DEG). Refer to the *Resources* section for information regarding electronic submission.

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

- 1) Create a test file of NCPDP Encounters, using your billing system and EDI software (or service bureau). The test file(s) must adhere to the following:
 - a) The Filename (Appl-ID) must include a “T” as the fifth digit following the numeric identifier (“5477T”).
 - b) The Transmission Header Record “File Type” must contain a “T” for “Test”, in Field 702 (character position 48).
 - c) Each file must contain no more than 50 NCPDP Encounters; conform to the specifications in the MDCH Companion Guide and NCPDP Telecommunication Standard Implementation Guide Version D.0; and reference actual, valid subscriber identifiers (Provider ID numbers, Client Identification Numbers (CIN), etc.).
 - d) Include transactions that contain compounds in your test files.
 - e) For MHP and MIChild Trading Partners testing the B1 transaction, include at least 10 prior adjudication (Coordination of Benefits – COB) claims, with Michigan Medicaid noted as a secondary or tertiary payer; MDCH recommends you also test the B3 transaction with COB claims.

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- f) The Stage 2 - CHAMPS B2B Testing environment contains a copy of production CHAMPS data as-of the "snapshot date" of July 24, 2011. Submit test files for beneficiaries who were Medicaid-eligible as of the snapshot date: NCPDP Encounters submitted for more-recently eligible beneficiaries may be denied in the Stage 2 – CHAMPS B2B Test environment.
 - g) Save the file on your PC, or on a shared network location.
- 2) Log onto the State of Michigan Data Exchange Gateway (DEG) and submit your **5477T** NCPDP Encounters test file, using the connection information in the *MDCH Electronic Submission Manual*.
- a) MDCH electronic submitters can submit their NCPDP Encounters test transaction file(s) via the Data Exchange Gateway (DEG) using one of the following:
 - o File Transfer Protocol (FTP) using the PUT command:
`PUT {your drive\directory\filename} 5477T@DCHEDI`
 - OR -
 - o MDCH Internet Connection (DEG web portal) url: <https://dxgweb.state.mi.us/cgi-bin/messageway/mwi.cgi>
After logging in: 1) click on the Upload link; 2) enter "**DCHEDI**" as the Mailbox; 3) enter "**5477T**" as the Application ID; 4) select the applicable transfer mode (usually, 'Text'); 5) browse to select the NCPDP Encounters test file; and, 6) click on the Upload button to submit the selected file.
- For either submission technique above, use an 'Application ID' of "**5477T**" for test NCPDP Encounters in the D.0 format. The *MDCH Electronic Submissions Manual* provides additional information regarding the file submission process (refer to the *Resources* section of this document).
- b) You *must* then send an NCPDP Encounters B2B test notification e-mail that includes a contact name and telephone number, to notify MDCH you have submitted a test file:
 - i) Please use a subject line of "**NCPDP B1** (or B2 or B3, as appropriate) **Encounter Test for DCHXXXX**," where "XXXX" is your MDCH-assigned electronic submitter ID ("DEG ID").
 - ii) The Encounters B2B test notification e-mail must be sent to the following CHAMPS B2B Encounters Test Team contacts:
To: MDCH-B2B-Testing@michigan.gov; AutomatedBilling@michigan.gov; and
MDCHEncounterData@michigan.gov
- 3) Your test file will be received and validated by MDCH:
- a) A **5477T** Acknowledgement Response will be sent to your DEG mailbox upon validation in the CHAMPS B2B test system.
 - b) When your test file has been successfully validated and translated, the NCPDP Encounters will be processed by the MDCH CHAMPS B2B Test System.
 - i) Results of processing the NCPDP Encounters transactions will be reported to you in the **5066T** NCPDP Error File, which will be available in your DEG mailbox the following day.
- 4) Logon to your DEG mailbox to retrieve the **5477T** Acknowledgement Response, and the **5066T** NCPDP Error File. The **5477T** Acknowledgement Response will be available within hours of your sending the file to the DEG; the **5066T** NCPDP Error File will be available the next business day. Retrieve the **5477T** Acknowledgement Response and the **5066T** NCPDP Error File, using one of the following:
- a) File Transfer Protocol (FTP) using the GET command (ex.: **5066T** NCPDP Error File):
`GET<space>5066T<space>{your drive/filename}`

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- OR -

- b) MDCH internet connection (DEG web portal) url: <https://dxgweb.state.mi.us/cgi-bin/messageway/mwi.cgi>
- i) After logging on, click on the Available Messages link; locate the **5066T** NCPDP Error File, and click on the applicable download icon (you may download the file as: zip file; binary file; or text file).

The MDCH Electronic Submission Manual provides additional information regarding the file retrieval process (refer to the *Resources* section of this document).

- 5) Review the results on the **5477T** Acknowledgement Response and the **5066T** NCPDP Error File.
- 6) Use the above results to identify any discrepancies in the test **5477T** transaction file you had submitted. Consult your organization's system support team, the NCPDP Implementation Guide, and the MDCH Companion Guide specifications to implement any corrections; and resubmit additional test files as required until you confirm your system generates valid NCPDP Encounter transactions for the **5477T** NCPDP Encounters test file you send to MDCH.
- 7) Report Stage-2 test progress to MDCH using the *Stage-2 NCPDP Batch 1.2* Test Program at the Ramp Manager website.
- 8) If you have a question, please send an email to: MDCH-B2B-Testing@michigan.gov.

Trading Partner Certification Criteria

These are the criteria a Trading Partner must meet in order to be certified for transmission of production NCPDP D.0 Encounter transactions, starting January 1st, 2012. The Trading Partner may submit as many tests as necessary to verify the transactions are correct. For certification, you will need to submit a file that meets the following criteria.

Stage 2 – CHAMPS B2B Test Environment

Each Trading Partner must send a representative sample of at least 30 unique NCPDP D.0 Encounters that demonstrate the following:

- a) Ability to pass initial validation tests, as demonstrated by receipt of a “clean” Acknowledgement Response.
- b) Medicaid Health Plans (MHPs) and MICHild plans must submit multiple NCPDP Encounters that include evidence of coordination of benefits (COB), by reporting both primary and secondary payment information
- c) All plans must demonstrate the ability to submit encounters that are successfully adjudicated and accepted for posting, as reported on the **5066T** NCPDP Error File returned to the plan.

Completion of Testing for NCPDP Encounters Transactions

Following successful conclusion of your **Stage 2 – CHAMPS B2B Testing**, logon to **Ramp Manager**, access the *Stage-2 NCPDP Batch 1.2 Test Program*, and complete the Certification Request **Task**. MDCH will review your test history and notify you if further testing is needed. If your test results are approved, you will be advised to submit NCPDP Encounters transactions using the D.0 format beginning January 1, 2012.

Electronic NCPDP Encounter transactions in the D.0 format will be accepted starting on January 1, 2012. Prior to January 1, 2012, NCPDP Encounters will only be accepted in the current NCPDP 5.1 format.

Note for future reference: Production NCPDP Encounter files transmitted beginning January 1, 2012 must be changed to use a DEG Production File ‘Application ID’ of “**5477**”, and the *Transmission Header Record* “File Type” must change to “**P**” for “Production”, in Field 702.

If you have a question, please send an email to: MDCH-B2B-Testing@michigan.gov.