



## Michigan Department of Community Health

### Instructions - CHAMPS Business-to-Business Testing

#### ASC X12N 837 v5010 ENCOUNTER Transactions

## Introduction

The Michigan Department of Community Health currently requires electronic submission of Health Care 837 encounter transactions using the ASC X12N 837 - Version 4010 format. On January 1, 2012 the health care industry is required to implement the ASC X12N 837 - Version 5010 format for electronic 837 encounter transactions. This is pertinent to the following types of health plans:

- Medicaid Health Plans (MHPs)
- County Health Plans (CHPs)
- MIChild Health Plans
- Community Mental Health Prepaid Inpatient Health Plans (CMH PIHPs)
- Community Mental Health Services Providers (CMHSPs)
- Substance Abuse Coordinating Agencies (CAs)
- Dental Health Plans.

The following 837 v5010 format versions will apply to health care encounter transactions effective January 1, 2012 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

You will need to reference the ASC X12N 837I, 837D and 837P v5010 Technical Reports Type 3 (TR3; formerly known as the Implementation Guides) to create v5010 837 encounter transactions. MDCH does not provide the TR3 documents, which are available for purchase from Washington Publishing Company, at: <http://www.wpc-edi.com/>.

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

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- MDCH Companion Guides – These documents provide essential details regarding MDCH data requirements for each transaction format (837P, 837I, 837D) by plan type ([MHP, CHP, MIChild], [CMH PIHP, CMHSP], Dental). These companion guides provide data clarification for purposes of the MDCH encounter process and must be used in conjunction with the corresponding ANSI X12N Technical Reports.
- 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.
- MDCH Stage 2 Snapshot Date – The “Snapshot Date” (as-of date) of the data in the Stage 2 – CHAMPS B2B Testing environment appears within this document. It provides the most recent refresh, or snapshot, date for Trading Partners’ reference when preparing test transactions.
- 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) Encounter Testing

MDCH employs a two-stage testing process for validation of 837 v5010 encounter transactions submitted by its Trading Partners. Trading Partners must complete this testing prior to December 21, 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. Stage 1 – Integrity Testing must be completed by Trading Partners before proceeding to Stage 2 – CHAMPS B2B Testing. MDCH is not in a position to support problem diagnosis for transactions that do not pass Stage 1 – Integrity Testing.

Michigan’s 837 v5010 implementation requires more data content than previously; it is important that you correctly populate all fields to ensure transactions pass validation using the v5010 format.

- **Stage 1 – Integrity Testing** is required for all electronic submitters, and will be performed using the EDIFICS Ramp Manager automated testing website. Ramp Manager is available at no cost to MDCH’s Trading Partners. This tool provides an easy-to-use environment to test 837 v5010 encounters for HIPAA syntax and format compliance and for MDCH syntax 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 verify such information.
- **Stage 2 – CHAMPS B2B Testing** consists of submitting test transaction file(s) 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 837 encounter transaction files. Trading Partners are asked to submit up to a maximum of 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.

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

### Stage 1 – Integrity Testing Process (April-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.

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Follow these steps to perform Stage 1 – Integrity Testing:

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 website.
2. If you have not received an invitation email to join the Ramp Manager Test community, and are a previous electronic submitter of CHAMPS transactions, please contact the MDCH B2B Test Team at: [MDCH-B2B-Testing@michigan.gov](mailto:MDCH-B2B-Testing@michigan.gov) to obtain a Username and Password.
3. Please reference the MDCH Ramp Manager Testing Partner Startup Guide during your first logon to the Ramp Manager website. Logon using your assigned Username and Password; confirm your Profile; change your Password; read the Reference Materials; add co-worker tester Contacts; open your assigned testing Programs; and perform the listed Tasks to test your transaction files.  
**Note:** 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. On occasion, you may be sent an email questionnaire regarding various parts of the test process.
5. Continue testing with Ramp Manager, using a wide variety of encounters, until you verify that your system generates HIPAA-compliant 837 v5010 encounters.
6. Request an MDCH review in the last Stage 1 Task. This certification by MDCH must be received before sending an 837 encounter transaction file to MDCH for Stage 2 – CHAMPS B2B Testing.

## Stage 2 – CHAMPS B2B Testing Process (July-December 2011)

Stage 2 – CHAMPS B2B Testing is performed after completion of Stage 1 – Integrity Testing, and consists of submitting test files to MDCH 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 of this document for information regarding electronic submission.

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

1. Create plan-applicable test 837 encounter transaction file(s). The test files must adhere to the following:
  - o Each file must contain less than 50 encounters; conform to the specifications in the Companion Guide and TR3; and reference actual, valid identifiers (Medicaid ID numbers, Client Identification Numbers (CIN), or unique plan-assigned identification numbers).
  - o The Interchange Envelope (ISA segment) must specify **ENCOUNTER** (followed by 6 spaces, to fill the required 15-character length) in the ISA08 data element.
  - o The Interchange Envelope (ISA segment) must specify **T** in the ISA15 data element.
  - o The Interchange Envelope may contain one or more Functional Groups. Per X12 guidelines, each Functional Group 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)).
  - o The Functional Group (GS segment) must specify **ENCOUNTER** in the GS03 data element.

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- The Functional Group (GS segment) must contain one of the following in the GS08 data element:
  - **005010X222A1** for Professional encounters,
  - **005010X223A2** for Institutional encounters, or
  - **005010X224A2** for Dental encounters.
- The applicable plan's CHAMPS Provider ID must be reported as noted in the MDCH Companion Guides.
- The Stage 2 - CHAMPS B2B Test environment will be loaded with a copy of production CHAMPS data as-of the "snapshot date" of April 6, 2011. Submit test files for beneficiaries who were Medicaid-eligible as of the snapshot date: encounters submitted for more-recently eligible beneficiaries will likely be rejected in the Stage 2 – CHAMPS B2B Testing environment.

**Note regarding the "snapshot date":** The test environment will occasionally be refreshed with CHAMPS Production data from a more-recent "as-of" date. Please look for announcements of the refresh and current snapshot date in the MDCH Stage 2 Snapshot Date document on the MDCH website, at: [www.michigan.gov/5010ICD10](http://www.michigan.gov/5010ICD10) (see *Resources* section of this document); and also on the Ramp Manager Welcome to State of Michigan community screen, in the Notes section.

The Stage 2 – CHAMPS B2B Test environment will be preloaded with Quality Improvement (QI) and SA (TEDS) data as of the snapshot date, to support testing by our CMH PIHPs, CMHSPs and Substance Abuse CAs. We plan to load additional QI and TEDS data to the B2B Test system on a monthly basis; there is no prerequisite to submit QI/SA (TEDS) data prior to sending test 837 encounters during Stage 2 – CHAMPS B2B Testing.

- Save the file on your PC, or on a shared network location.
2. MDCH electronic submitters can submit their CHAMPS B2B 837 encounter test transaction file(s) via the Data Exchange Gateway (DEG) using one of the following:
- File Transfer Protocol (FTP) using the PUT command:  
PUT {your drive\directory\filename} **5476T**@DCHEDI
  - OR -
  - MDCH Internet Connection (DEG web portal) url: <https://dxgweb.state.mi.us/cgi-bin/message/mwi.cgi>
- After logging in: 1) click on the Upload link; 2) enter **DCHEDI** as the Mailbox; 3) enter **5476T** as the Application ID; 4) select the applicable transfer mode (usually, 'Text'); 5) browse to select the CHAMPS B2B encounter test file; and, 6) click on the Upload button to submit the selected file.

For either submission technique above, use an Application ID of **5476T** for 837 test encounters in the v5010 format. The MDCH Electronic Submissions Manual provides additional information regarding the file submission process (refer to the *Resources* section of this document).

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3. You must then send a B2B test notification e-mail that includes a contact name and telephone number, and the type of test 837 v5010 encounter file(s) submitted (837P, 837I, or 837D). Please use a subject line of “**ZZZZ Encounter Test for DCH00XX**” (where “ZZZZ” = Transaction type (e.g., 837P) and “DCH00XX” is your MDCH-assigned electronic submitter ID (“DEG ID”).

The B2B test notification e-mail must be sent to the following CHAMPS B2B Test Team contacts:

To: [MDCH-B2B-Testing@michigan.gov](mailto:MDCH-B2B-Testing@michigan.gov) and [AutomatedBilling@michigan.gov](mailto:AutomatedBilling@michigan.gov)

4. When the test 837 encounter transaction file is translated, a 999 Functional Acknowledgement transaction will be posted to the submitter’s DEG mailbox. Submitters should check their DEG mailbox for this acknowledgment. The generation of the 999 Functional Acknowledgement transaction should occur within hours, assuming there are no severe structural issues with the 837 file. Your review of the 999 Functional Acknowledgement is imperative as this file notifies you whether or not the test 837 encounter transaction file was accepted.

**Note:** The CHAMPS B2B test team is available to provide testing assistance; however, it is each submitter’s responsibility to understand, correct, and resubmit their test 837 encounter transaction file.

- A TA1 Interchange Acknowledgement will be posted to the submitter’s DEG mailbox if the submitted file had a value of 1 in the ISA14 data element of the Interchange Envelope. Submitters should check their DEG mailbox for this acknowledgement.
  - If the file is successfully validated, it will be loaded into the CHAMPS Test environment (refer to step 5). A 999 Functional Acknowledgement transaction will be posted to the submitter’s DEG mailbox; and the test file will be loaded into the MDCH CHAMPS B2B Test System.
  - Please note: if significant errors occur, your Stage 1 – Integrity Testing (Ramp Manager) test history will be reviewed: if incomplete, you will be asked to complete Stage 1 – Integrity Testing before further Stage 2 – CHAMPS B2B Testing proceeds.
5. Once the test file has been accepted, the 837 encounter transactions will be loaded into the CHAMPS Test environment and the 4950T ETRR error return file(s) will be created and returned to the submitter’s mailbox.

The error return file, file name **4950T**, can be retrieved from the submitter’s DEG mailbox via one of the following:

- File Transfer Protocol (FTP) using the GET command:

GET<space>**4950T**<space>{your drive/filename}

- OR -

- MDCH Internet Connection (DEG web portal) url: <https://dxgweb.state.mi.us/cgi-bin/messageway/mwi.cgi>

After logging on, click on the Available Msgs link; locate the response file and click on the applicable download icon (you may download the file as: zip file; binary file; or text file).

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

Again, it is imperative that this file be reviewed by the Trading Partner in order to know whether or not submitted test encounters adjudicated to determination; failure to review this file places risk on the Trading Partner’s ability to properly report all monthly encounters.

6. If you have a question, please send an email to: [MDCH-B2B-Testing@michigan.gov](mailto: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 837 v5010 encounter transactions. Trading partners must submit separate test files and obtain separate approval for each transaction type (Professional, Institutional, Dental) they wish to submit in production. The Trading Partner may submit as many tests as necessary to verify the transactions are correct. For certification, the Trading Partner will need to submit one file of each transaction type, for Stage 1 and Stage 2 certification, that meets the following criteria.

### Stage 1 – Integrity Testing

Each Trading Partner must send a representative sample of at least 30 unique encounters that demonstrate the following:

1. Ability to pass initial validation, with no validation rejections reported by Ramp Manager (analogous to receiving a “clean” 999 Functional Acknowledgement transaction). This will address inclusion of mandatory data fields and structural elements and will enforce essential balancing requirements.
2. Medicaid Health Plans (MHPs) and MIChild plans must submit multiple encounters that include evidence of coordination of benefits (COB), by reporting both primary and secondary (and possibly tertiary) payment information.

### Stage 2 – CHAMPS B2B Testing

Each Trading Partner must send a representative sample of at least 30 unique encounters that demonstrate the following:

1. Ability to pass initial validation tests as demonstrated by receipt of a “clean” 999 Functional Acknowledgement transaction.
2. Medicaid Health Plans (MHPs) and MIChild plans must submit multiple encounters that include evidence of coordination of benefits (COB), by reporting both primary and secondary (and possibly tertiary) payment information.
3. All plans must demonstrate the ability to submit encounters that are successfully adjudicated and accepted for posting, as reported on the 4950T ETRR error return file returned to the plan.

## Completion of Testing for HIPAA 837 v5010 Encounter Transactions

Following successful conclusion of your Stage 2 – CHAMPS B2B Testing, logon to Ramp Manager, access the 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 encounter transactions using the new 837 v5010 format beginning January 1, 2012.

Encounter transactions in the 837 v5010 format will be accepted starting on January 1, 2012. Prior to January 1, 2012, encounter transactions will only be accepted in the current v4010A1 format.

**Note for future reference:** Production encounter files transmitted beginning January 1, 2012 must be changed to use a DEG Production File Application ID of **5476**; and to use a **P** in the ISA15 data element of the Interchange Envelope.

If you have a question, please send an email to:

[MDCH-B2B-Testing@michigan.gov](mailto:MDCH-B2B-Testing@michigan.gov).