



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

Introduction

The intention of these instructions is to assist Trading Partners in their testing of submitting electronic claim transaction files to CHAMPS. The Michigan Department of Health and Human Services currently requires electronic submission of Health Care 837 Claim transactions using the ASC X12N 837 - Version 5010 format for electronic claims transactions.

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

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

Resources

You will need to reference the ASC X12N 837P, 837I and 837D v5010 Technical Reports Type 3 (TR3) to create v5010 837 claim transactions. MDHHS does not provide the TR3 documents, which are available for purchase from Washington Publishing Company, at www.wpc-edi.com.

Other supporting reference material related to the MDHHS claim submission process is at michigan.gov/tradingpartners. This MDHHS webpage contains important process information and must be reviewed prior to submitting electronic claim 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, which is specific to the State of Michigan and the MDHHS claim 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 Submissions Manual.

CHAMPS Business to Business (B2B) Claims Testing

Overview

MDHHS requests that you test in the same manner you currently submit claims. 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 claims 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, but is not required. The following provides additional information regarding the two test environments.

Stage 1 – Ramp Manager Testing Process

Stage 1 - Ramp Manager Testing uses the EDIFICS 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 but is only required for new electronic submitters. This tool provides an easy-to-use environment to test 837 v5010 claims 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 verify 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 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 MDHHS State of Michigan Testing Community Administrator, which will provide you a Username, a Password, and a link to the website. If you haven't received an invitation, email 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 claim files.
3. Record your task-by-task progress within Ramp Manager.
4. Prepare test files containing no more than 25 unique claims 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 claims, until you verify that your system generates HIPAA-compliant 837 v5010 claims.

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 claims transaction files. Trading Partners are asked to submit up to 25 individual claims per test, using a representative sample of the types of claims submitted on a regular basis. Send files containing active Medicaid beneficiaries: do not enter "fake" Medicaid ID numbers.

837 Claims

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 verify those providers have associated 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 claims using your billing system and EDI software. The test claim file(s) must adhere to the following:
 - Each test file must: contain no more than 25 claims; 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).

Note: If you would like to submit a test file with more than 25 claims please contact us at MDHHS-B2B-Testing@michigan.gov

- The Interchange Envelope (ISA segment) must specify:
 - your MDHHS-assigned FTS User ID (left-justified, followed by spaces, to fill the required 15-character length) in the ISA06 (*submitter*) data element
 - “**D00111**” (left-justified, followed by spaces, to fill the required 15-character length) in the ISA08 (*receiver*) data element
 - “**T**” in the ISA15 data element

The Envelope (ISA segment) may contain one or more Functional Groups. Per X12 guidelines each Functional Group will specify the type of claim 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 specify:
 - your MDHHS-assigned FTS User ID in the GS02 data element
 - “**D00111**” in the GS03 data element.
 - one of the following in the GS08 data element:
 - **005010X222A1** for Professional claims; or
 - **005010X223A2** for Institutional claims; or
 - **005010X224A2** for Dental claims

2. MDHHS electronic submitters can submit their CHAMPS B2B 837 Claim test transaction file(s) via the FTS using one of the following:

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

PUT {your drive\directory\filename} **5475T**@DCHEDI

– OR –

- MDHHS Internet Connection (FTS web portal): dxgweb.state.mi.us/user
After logging in: 1) click on the Upload Message button; 2) enter **DCHEDI** as the Recipient; 3) enter **5475T** as the Class ID; 4) select Text as the transfer mode; 5) browse to select the CHAMPS B2B Claim test file; and, 6) click on the Upload button to submit the selected file.

837 Claims

For either submission technique above, use a Class ID of “**5475T**” for 837 Test claims in the v5010 format. The MDHHS Electronic Submissions Manual provides additional information regarding the file submission process (refer to the *Resources* section of this document).

- You must then send a Claims B2B test notification email to notify MDHHS you have submitted a test file:
 - Please use a subject line of “**ZZZZ Claim Test for DCH00XX**” where “ZZZZ” = transaction type (e.g., 837P) and “DCH00XX,” is your MDHHS-assigned electronic submitter ID (“FTS ID”).
 - Please include your name, telephone number, the name of the test file, and the type of test 837 v5010 claim file submitted (837P, 837I or 837D).
 - Send the Claims B2B test notification email to: MDHHS-B2B-Testing@michigan.gov

3. Your test file will be received and validated by MDHHS:

- A TA1 Interchange Acknowledgement will be posted 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.
- If the test claims are rejected at validation a 999 Functional Acknowledgement transaction will be posted to your FTS mailbox; please look in your FTS mailbox for this acknowledgement. Review and consult the HIPAA TR3 and/or Michigan’s Companion Guide specifications to identify needed corrections.
- If the file is successfully validated, a 999 Functional Acknowledgement transaction will be posted to your FTS mailbox; and the test file will be loaded into the MDHHS CHAMPS B2B Test system.
- **Please note:** the generation of the 999 Functional Acknowledgement transaction should occur within 2 hours of your test file submission, assuming there are no severe structural issues with the 837 file. If significant errors occur during your Stage 2 testing, repeat your Stage 1 Ramp Manager testing to validate your test file before continuing with further Stage 2 CHAMPS B2B Testing.

4. After you have submitted your test file, go to your FTS mailbox to retrieve and interpret your TA1 and 999 Acknowledgement.

Completion of Testing for HIPAA 837 v5010 Claims Transactions

Following successful conclusion of your Stage 2 - CHAMPS B2B Testing, logon to Ramp Manager, access the Test Program, and complete the appropriate Task. MDHHS will review your test history and notify you if further testing is needed.

Note for future reference: Production claim files must use a FTS Class ID of “**5475**”; and a “**P**” in the ISA15 data element of the Interchange Envelope.

If you have any questions, please send an email to:

MDHHS-B2B-Testing@michigan.gov