



HIPAA Task Force Requested Questions & Answers April 23, 2004

1. For the HIPAA work being done at DHS, who is considered "The Business" and who is considered "The Project Office." Please include department name, contact name, telephone numbers.

The Office of Medical Assistance Programs (OMAP) in the Department of Human Services (DHS) defines the scope of work for the HIPAA Transactions & Codes Project Office (HTCPO). OMAP establishes the priority of the body of work contained within the project scope. OMAP is considered the "project sponsor" of the HIPAA Project, meaning that it is guiding the work that needs to be done. The manager identified for this sponsorship role in OMAP is Rick Howard.

Business Operations: What DHS often refers to as the "Business" side of the operations is OMAP. Specific staff have been assigned within OMAP with the following responsibilities;

- EDI Registration Process
- Trading Partner Agreement maintenance
- Maintaining the Third Party Testing Site - Edifecs
- Monitoring progress for all Trading Partners
 - Preparing Invitations to Third Party Testing
 - Conducting Third Party Testing
 - Identifying and approves Pilot Testers
 - Preparing Invitations to Business To Business (B2B) Testing
 - Conducting B2B Testing
 - Approving Trading Partners for Production Status
- Tracking and answering questions directed to HIPAA Testing website

OMAP resources are available to contribute to provider outreach and education efforts with respect to HIPAA readiness.

Contacts:

- **HIPAA Project Sponsor, OMAP**
Manager: Rick Howard, 503-945-5926, Rick.Howard@state.or.us
- **EDI Registration team, Provider Relations Unit, OMAP**
Manager: Alice LaBansky, 503-945-5804, Alice.M.Labansky@state.or.us
- **EDI Test Team, Technical and Encounter Data Services Unit, OMAP**
Manager: Patricia Krewson, 503-945-5805, Patricia.Krewson@state.or.us

HIPAA Transaction & Codes Sets Project Office (HTCPO): The HTCPO is responsible for:

- the development and implementation of HIPAA transactions and documentation,
- including the initial draft of all required Companion Guides.

Contacts:

- **Office of Information Systems, DHS**
OIS/OMAP Manager: Jarred Clark, 503-947-5378, Jarred.E.Clark@state.or.us
- **HIPAA Transaction & Code Sets Project Office**
Project Manager: Pam Davis, 503-945-7822, Pam.P.Davis@state.or.us

Testing Issues: Technical issues that are presented during the Third Party Testing, Pilot Testing, and B2B Testing phases should be resolved by:

1. First, directly contacting the EDI Test Team at dhs.hipaatesting@state.or.us,
2. Second, contacting the EDI Test Team manager: Patricia Krewson,
3. Third, contacting the HTCPO staff.

Unresolved Issues: DHS expects that the providers and contractors will work within the management structure defined above to resolve issues, problems, or conflicts that they encounter on HIPAA. If all the regular channels have been pursued, and the provider or contractor is still experiencing a problem, the department is providing two additional contacts for conflict resolution.

Contacts:

▪ **DHS Administrative Services**

Deputy Administrative Officer: Fariborz Pakseresht, 503-945-5781, Fariborz.A.Pakseresht@state.or.us

▪ **DHS Office of Public Affairs**

Communications: Trish Neiworth, 503-945-5922, Trish.Neiworth@state.or.us

2. Reporting Structure: Flow between Business, OIS, Project Office, etc.

As described above, OMAP is considered the customer of OIS, both of which are working on HIPAA tasks. The reporting structure for these two parts of the department are:

OMAP

Director: Lynn Read

HIPAA Project Sponsor – Rick Howard

Provider Registration – Alice Labansky

EDI Testing – Patricia Krewson

OIS

CIO: Bill Crowell

ISE Section – Julie Mallord

OIS/OMAP Manager – Jarred Clark

HIPAA Transaction & Codes Sets Project Office – Pam Davis

Work Flow:

- Once a transaction has been prioritized by OMAP, the HTCPO owns the transaction through its development stages.
- OMAP resumes ownership of the transaction after having given the HTCPO approval and formal acceptance of it. Approval of a transaction, as mutually agreed to by OIS and the EDI Test Team, is subject to the successful completion of a Pilot Test, (which tests Translator and MMIS system functionality), B2B test, and subsequent claims processing cycles.

3. Who are the “owners” of the following transactions?

DHS HIPAA Transactions & Code Sets Implementation Schedule

Task #	HIPAA Transaction Activity	HTCPO ¹	OMAP ²
1.	837P FFS – Professional Claim, Fee-for-Service		X
2.	837I FFS – Institutional Claim, Fee-for-Service		X
3.	837D FFS – Dental Claim, Fee-for-Service	X	
4.	835 FFS – Remittance Advice		X
5.	837P ENC – Professional Claim, Encounter	X	
6.	837I ENC – Institutional Claim, Encounter	X	
7.	837D ENC – Dental Claim, Encounter	X	
8.	835 ENC – Remittance Advice	X	
9.	834 – Enrollment/Disenrollment Information: <i>Weekly</i> (SR 171025)	X	
10.	834 – Enrollment/Disenrollment Information: <i>Monthly</i>	X	
11.	820 – Premium Payments: <i>Weekly</i> (SR 171025)	X	
12.	820 – Premium Payments: <i>Monthly</i>	X	
13.	837I FFS/ENC – Roll-Up Functionality	X	
14.	270/271 – Eligibility Inquiry/Response: <i>Single</i> (AIS Web)	X	
15.	270/271 – Eligibility Inquiry/Response: <i>Batch</i>	X	
16.	276/277 – Claim Status Inquiry/Response: <i>Single</i>	X	
17.	276/277 – Claim Status Inquiry/Response: <i>Batch</i>	X	
18.	278 – Referrals and Authorizations	X	
19.	NCPDP 1.1 ENC RX Claim (SR 955023)		X
20.	NCPDP 1.1 ENC Response		X

Acronyms:

1. HIPAA Transaction & Codes Sets Project Office (HTCPO)
2. Office of Medical Assistance Programs (OMAP)

4. Please list the Companion Guides, their Version Numbers, website location and status (final with pending cosmetic changes, or specifics like: waiting for Oral Cavity Designation segment, etc.).

Guides, Manuals, Business Rules & Business Decisions	
DHS will post companion guides at this Web site, as they become available, with necessary information to complete transactions with DHS.	
OMAP is responsible for maintaining the 837, 820, 834, 835 and Encounter NCPDP Companion Guides.	
COMPANION GUIDES	Owner
DHS 820 Capitation Payment Companion Guide 4010A1 (v1.22 - 11/03/2003)	HTCPO
DHS 834 Enrollment File Companion Guide 4010A1 (v1.2 - 10/20/2003)	HTCPO
DHS 835 Fee For Service Payment/Advice Companion Guide (v1.2 - 01/28/2004)	OMAP
DHS 835 Pharmacy - Fee For Service Payment/Advice Companion Guide (v1.0 - 02/17/2004)	HTCPO
DHS 835 Encounter Payment/Advice Companion Guide (v1.0 - 01/28/2004)	HTCPO
DHS 837 Professional Companion Guide — Fee For Service 4010A1 (v1.27 - 01/29/2004)	OMAP
DHS 837 Institutional Companion Guide — Fee For Service 4010A1 (v1.27 - 01/29/2004)	OMAP
DHS 837 Dental Companion Guide — Fee For Service 4010A (v1.2 - 10/21/2003)	HTCPO
DHS 837 Professional Companion Guide — Encounter 4010A1 (v1.29 - 02/25/2004)	HTCPO
DHS 837 Institutional Companion Guide — Encounter 4010A1 (v1.29 - 02/25/2004)	HTCPO
DHS 837 Dental Companion Guide — Encounter 4010A1 (v1.2 - 10/20/2003)	HTCPO
DHS 837 Companion Guide — Addendum for DHS-internal agencies (v1.00 - 12/18/2003)	OMAP
DHS 837 Companion Guide — Addendum for Medicare agencies (v1.00 – 12/18/2003)	OMAP

COMPANION GUIDES	Owner
DHS Pharmacy	
Companion Guide for Pharmacy Encounter Data (v1.01 – 04/07/2004)	OMAP

The Companion Guides for the remaining transactions are in the development stage and are the responsibility of the HTCPO.

5. Definition of Pilot - how does the process work? Will OMAP accept multiple pilots for the same transaction, at the same time, who reviews and signs off, etc.

The OMAP EDI Test Team solicits interest from Trading Partners to be a pilot tester. They conduct Third Party Testing and data analysis with the Trading Partner and once successful notify the HTCPO. The HTCPO then executes a Pilot Test utilizing the Trading Partner’s file.

One Trading Partner acts as the “pilot” for each transaction. This allows the HTCPO to maximize resources; provides consistency in the pilot process thus reducing the number of errors and increases quality assurance; keeps scheduling conflicts to a minimum and ensures a smooth flow from Pilot to B2B Testing.

This pilot is the final test of the Translator and MMIS development prior to the transaction being available for B2B Testing. The HTCPO and EDI Test Team work collaboratively during the process. This test is performed in an attempt to “shake out” any remaining bugs within DHS’ systems. The EDI Test Team relays the results to the Trading Partner. Once there is a successful Pilot Test, as determined by the HTCPO, the EDI Test Team, and the appropriate OMAP Business Analyst, the EDI Test Team invites Trading Partners that have passed Third Party Testing to B2B testing.

Additional Information Requested: DHS Third Party Testing – Edifecs, Coordination of Benefits information, And Edifecs Testing Parameters

Introduction

Edifecs CommerceDesk is a web-based application that enables DHS to manage Trading Partners in a community environment. This testing site is available to DHS Trading Partners at no cost. Through this vehicle DHS can distribute information to our Trading Partners, provide timely updates, monitor tasks for completion, manage programs, Trading Partner participation and status.

Once a Trading Partner completes a Trading Partner Agreement with DHS they are invited to the DHS Third Party Test site. Completing all designated tasks on this site is required

before the Trading Partner may move to the next phase, which is either a Pilot or Business-to-Business testing depending on the status of the transaction being tested.

Edifecs' edits test all 'required' elements in the 837 Transaction and edits 'situational' elements, if they are present. The situational Coordination of Benefits (COB) testing is a requirement of DHS. DHS reviews COB information for any Trading Partner who receives a 'pass' designation by Edifecs. If DHS determines the COB elements are missing, DHS will contact the Trading Partner and ask them to test again with the COB elements present.

Issue

The question of whether the Edifecs site has the capability to test the COB situational element was raised. Attached are several pages as examples from an April 7, 2004, test file with COB elements. It failed Edifecs edits (see Error Data column).

Several Trading Partners have successfully passed all COB testing edits and they are submitting claims error free.

CommerceDesk Error Report Coordination of Benefits Loop

	Error	Error Data	SNIP Type	Severity
--	Failed: 87 Error(s)			
1	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 737 Element Position: 2 Character: 17261 through 17264	CAS*OA*024*44*1	5	Normal
2	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1335 Element Position: 2 Character: 31254 through 31257	CAS*OA*024*28.5*1	5	Normal
3	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1341 Element Position: 2 Character: 31385 through 31388	CAS*OA*024*38*1	5	Normal
4	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1347 Element Position: 2 Character: 31514 through 31517	CAS*OA*024*33*1	5	Normal

5	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1353 Element Position: 2 Character: 31643 through 31646	CAS*OA*024*32*1	5	Normal
6	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1359 Element Position: 2 Character: 31776 through 31779	CAS*OA*024*54.5*1	5	Normal
7	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1365 Element Position: 2 Character: 31907 through 31910	CAS*OA*024*48*1	5	Normal
8	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1853 Element Position: 2 Character: 43216 through 43219	CAS*OA*024*28.5*1	5	Normal
9	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1859 Element Position: 2 Character: 43347 through 43350	CAS*OA*024*38*1	5	Normal
10	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1865 Element Position: 2 Character: 43476 through 43479	CAS*OA*024*33*1	5	Normal
11	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1871 Element Position: 2 Character: 43605 through 43608	CAS*OA*024*32*1	5	Normal
12	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count:	CAS*OA*024*54.5*1	5	Normal

	1877 Element Position: 2 Character: 43738 through 43741			
13	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 1883 Element Position: 2 Character: 43869 through 43872	CAS*OA*024*48*1	5	Normal
56	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77949 Element Position: 2 Character: 1824051 through 1824054	CAS*OA*024*90*6	5	Normal
57	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77955 Element Position: 2 Character: 1824180 through 1824183	CAS*OA*024*25*1	5	Normal
58	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77961 Element Position: 2 Character: 1824317 through 1824320	CAS*OA*024*103.05*1	5	Normal
59	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77967 Element Position: 2 Character: 1824450 through 1824453	CAS*OA*024*23*1	5	Normal
60	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77973 Element Position: 2 Character: 1824579 through 1824582	CAS*OA*024*23*1	5	Normal
61	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77979 Element Position: 2 Character: 1824708 through 1824711	CAS*OA*024*23*1	5	Normal
62	Value of element CAS02 is incorrect. Expected value is from the external code list -	CAS*OA*024*119.14*74	5	Normal

	Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77985 Element Position: 2 Character: 1824847 through 1824850			
63	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77991 Element Position: 2 Character: 1824983 through 1824986	CAS*OA*024*1.5*1	5	Normal
64	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 77997 Element Position: 2 Character: 1825113 through 1825116	CAS*OA*024*23*1	5	Normal
65	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 78003 Element Position: 2 Character: 1825244 through 1825247	CAS*OA*024*26*1	5	Normal
67	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 78036 Element Position: 2 Character: 1826089 through 1826092	CAS*OA*024*42.22*2	5	Normal
68	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 79889 Element Position: 2 Character: 1868900 through 1868903	CAS*OA*024*120.65*1	5	Normal
69	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 79895 Element Position: 2 Character: 1869033 through 1869036	CAS*OA*024*55*1	5	Normal
70	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 79901 Element Position: 2 Character: 1869166 through 1869169	CAS*OA*024*51.9*1	5	Normal

71	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 79907 Element Position: 2 Character: 1869303 through 1869306	CAS*OA*024*68.75*1	5	Normal
72	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 79913 Element Position: 2 Character: 1869439 through 1869442	CAS*OA*024*44.2*1	5	Normal
73	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 79919 Element Position: 2 Character: 1869576 through 1869579	CAS*OA*024*51.95*1	5	Normal
74	Value of element CAS02 is incorrect. Expected value is from the external code list - Adjustment Reason Code (139). Segment CAS is defined in the guideline at position 545. This error was detected at: Segment Count: 79925 Element Position: 2 Character: 1869712 through 1869715	CAS*OA*024*31.9*1	5	Normal