INDIAN HEALTH SERVICE

Business Office Coordinators, HPAA Coordinators,

Information System Coordinators and Headquarters

Minutes for October 16, 2003

HIPAA Business Transactions Awareness Conference Call

Present:

ITSC	Susan Bowman, Sandra Lahi, Carl Gervais, and Cathy Federico
Headquarters	Frank Martin; Elmer Brewster
Aberdeen	Raymond Grandbois, HIPAA Coord; Thad Banley, IS Security Ofcr
	Ft. Thompson Service Unit: Jackie Spier, Sherry Lulf, and Colleen Lavendure
	Sisseton Service Unit: Nancy Adams, Med Rec Supvr & HIPAA Coord; Marlys Beaudreau, BOM; Alan Labelle
	Wagner Service Unit: Sandy Patterson, MR, HIPAA Coord.; Marilyn RedLightning, Bus Ofc; Stacy McBride, Bus Ofc; Carol Slaba, IOP
Alaska	Lue Rae Erickson, BOC, ANTHC
Albuquerque	Sandra Winfrey, Executive Officer; Maureen Cordova, HIPAA Coord
Bemidji	*Red Lake Service Unit:* Jan Thunder, BOC; Margo Bahr, IT; Steve Barr, ChuckTudor, MIS
Billings	Terri Hall, MR Consultant; Carole Good, Med Rec Supvr, Crow SU
California	Jan Bergemann, ISC; Toni Johnson, BOC
Nashville	Deborah Burkybile, BOC
Navajo	Larry Johnson, IT; Sharon Sorrell, GIMC
Oklahoma	Sue Bear, BOC
Portland	Cheryl A. Bittle, HIPAA Coord; Leah Tom, BOC
Phoenix	Anne Fugatt, IRM; Charolett Melcher; DeAlva Honahnie
Tucson	Bernie DeAsis; Dennis Mattix; Jan (Sells)

Other Participants Present:

Tucson: Loren Folsome; Barla McCrow

Meeting Began at 10:00 AM

Roll call was taken from each area. A request was made for all representatives on the call as well as late participants to send Susan Bowman an email confirming participants in the conference call.

A conference call will be scheduled for next Thursday, 10/23/03, 10:00 AM (MDT). An (800) number will be provided with numeric accessing and tone-in sound for easier access by all participants.

Minutes were approved, noting that some individuals would be added to the list of participants for 10/9/03 meeting on the final minutes before it is posted on the IHS website.

Agenda Items Addressed

Carl Gervais	Carl reported on the status of HIPAA Compliance as of 10/16/2003.
	Note: It was stated that this document would be sent with the minutes and posted on the IHS website, however, the status report is being reviewed by Headquarters.
	There were no questions or comments from group.
Sandra Lahi	Item #4 – Update on Current RPMS Testing by Transactions and Insurers
	Update on Current RPMS Testing by Transactions and Insurers (See Spreadsheet for Business Transactions and Pharmacy POS NCPDP)
	The intent of the document is for the end users to use as guidance regarding RPMS applications when they are ready to test the difference transactions. RPMS form can be used by business office personnel wanting to start testing. Example if a site were ready to test the 270/271, the Patient Registration 7.0 and related patch as well as the GIS software must be installed to start the testing process. Last update was 10/14/03; it will be updated weekly.
	GIS is software that is sometimes required in order to work with transactions.
	GIS will be added to next week's conference call agenda and Carl will provide on overview of what GIS is.
	The Testing Report by Payers will be updated and posted as the status changes. The last column in the report titled, "Testing Date Completed" is what we are focusing on in order to show ongoing progress with completed testing activities.
	Sandra expressed to participants to feel free to call your area

coordinator or ITSC regarding updates and/or any concerns/questions.

NCPDP v5.1 for sites using Pharmacy POS is 50% complete with payers/sites. A review of the POS spreadsheet was also provided.

Testing for the 835 format will begin within the next week. Currently, ITSC is working with PNC bank as well.

| **Sandra Lahi** | <u>Item #5 – Review of Proposed HIPAA Compliance Packet</u> |

Sandra reviewed the overview of the items to be included in the HIPAA Compliance Packet:

1. Cover letter – RPMS software guidance

2. RPMS Data Sheet

3. Questionnaire – Trading Partners will be combined with the Checklist for all Transactions and Code Sets (Item 5)

4. List of Resources – Contact names

5. Check List for all Transactions and Code Sets

6. Sample/Business Associate Agreement and Trading Partner Agreements/Guidelines

There will be samples provided in the packet of a Business Agreement (BA) and Trading Partner Agreement (TPA). These are two separate documents.

Sites are being requested by insurers to provide TPAs. The TPA is an agreement that allows the sites and trading partners to work together.

| **Action Item for Susan Bowman** | Once completed, Susan will email the HIPAA Compliance Packet out to all participants and post on the IHS website. |

| **Sandra Lahi** | <u>Item #6 -- Area Office Reports – Steps taken to meet HIPAA Business Transaction Compliance. Providing Names of payers, testing schedules, defining problems or questions with end-to-end testing</u> |

Sandra asked who can take the Area lead and coordinate testing efforts by defining testing transactions, sites, insurers, and testing dates. The following areas agreed to coordinate testing efforts and named a person(s) who would take the lead:

| **Area Responses:** | *Aberdeen:* Joan Azure (Rosebud area), Dori Junker, Nancy Davis |

Action Item for

Area Leads

Alaska:	*No response*
Albuquerque:	Sandra Winfrey (Maureen Cordova to be kept in the loop for any site testing)
Bemidji:	Chuck Tudor (IT), Margo Bahr, Jan Thunder (Redlake)
Billings:	Terri Hall and Cynthia Larsen
California:	Toni Johnson
Nashville:	Debra Burkybile
Navajo:	Sharon Sorrell (Note: She will also solicit the Navajo Area Administration to provide support)
Oklahoma:	Sue Bear and Mary Beaver (Will attempt to get the input of Angela Kihega and & Dr. George Chiarchiaro)
Portland:	Cheryl Bittle
Phoenix:	Charolett Melcher, DeAlva Honahnie
Tucson:	Dennis Mattix, Kurt Priessman

The leads will coordinate testing status reports with Susan Bowman and/or Sandra Lahi.

Sandra Lahi	<u>Item not listed on the Agenda – Provider Taxonomy File</u> There are (2) taxonomy files (one is pdf format) sent via email to all HIPAA compliance participants. The HIPAA provider taxonomy table is currently Version 3.1 released 7/03. (<u>*Note*</u>: the taxonomy files are updated every 6 months so the next release will be in January 2004). Also attached are the Provider Taxonomy setup guidelines for RPMS. This will be used by the sites to access the file in RPMS that populates the provider taxonomy codes. Level III is what your site will have to provide before you start testing the 837 format. Sandra encouraged the sites to start working on setting up the taxonomy file, so that when you're ready to test, you will have this step completed. It is also a change in process that each site will have to implement when entering Provider information in the New Person file.
Sandra Lahi	Item #7 -- Questions/Concerns/Discussion
Cheryl Bittle Portland	Taxonomy file v3.1 software patch (**AUT**), – Is it reviewed every 6 months? Will we see any new changes when the next one is updated?
Sandra Lahi	Yes, it is updated every 6 months. There will probably not be many

changes. This is the first one for ITSC. It was issued July 1ˢᵗ. ITSC will update the AUT patch each six months.

Jackie Spier **Aberdeen**	Sent test files 10/2/03 -- Checked with Don Jackson regarding four errors received but have not heard back from Don. Could the errors be caused by the taxonomy file? One of the errors deals with billing charges. (*Note*: Insurer does not want to see the decimal or the digits after the decimal.)
Action Item for Sandra Lahi	Sandra will check with Don Jackson and report back.
Jackie Spier **Aberdeen**	Can we set up 3P to continue billing in the old formats while we are testing so that we can continue to bill and collection reimbursement?
Sandra Lahi	Yes – Continue legacy billing while you set up for testing (if your insurance company allows you to). Table Maintenance must be changed to test the 837 format. After submitting the 837 test, go back into Table Maintenance and reset parameter to continue production billing.
CONCLUSION	Sandra also reminded those participants who called in late to email Susan Bowman of their name, title and facility information to be added as a participant to this conference call. There will be a conference call next Thursday, 10/23/03, same time. ITSC will provide easier access into the (800) conference call-in number.

Meeting Adjourned