DEPARTMENT OF LABOR (DOL) OFFICE OF WORKERS' COMPENSATION PROGRAMS (OWCP) WORKERS' COMPENSATION MEDICAL BILL PROCESS (WCMBP)

835 HEALTHCARE CLAIM COMPANION GUIDE ANSI ASC X12N (VERSION 5010)

VERSION 1.3

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1 OVERVIEW

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) includes requirements that national standards be established for electronic health care transactions, and national identifiers for providers, health plans, and employers.

The intent of these standards is to improve the efficiency and effectiveness of the nation's health care system by encouraging widespread use of electronic data interchange standards in health care. The intent of the law is that all electronic transactions for which standards are specified must be conducted according to the standards. These standards were not imposed arbitrarily but were developed by processes that included significant public and private sector input.

1.1 Purpose

Companion Guides are used to clarify the exchange of information on HIPAA transactions between the OWCP's Workers' Compensation Medical Bill Processing (WCMBP) System and its trading partners.

This Companion Guide provides information about the 835 healthcare payment advice file that is specific to WCMBP and WCMBP trading partners. This Companion Guide is intended for trading partner use in conjunction with the ASC X12 TR3 835 Healthcare Payment Advice file version 005010X221A1. The ASC X12 TR3s that detail the full requirements for all HIPAA mandated transactions are available at http://store.x12.org/store/ .

The purpose of this document is to introduce and provide information about the WCMBP solution for receiving the 835 transaction. This document covers how the OWCP's WCMBP System will work with submitters, testing, connectivity, contact information, control segments/envelopes, payer-specific business rules and limitations, and acknowledgements.

1.1.1 Intended Users

Companion Guides are intended to be used by members/technical staff of trading partners who are responsible for electronic transaction/file exchanges.

1.1.2 Relationship to HIPAA Implementation Guides

Companion Guides are intended to supplement the HIPAA Implementation Guides for each of the HIPAA transactions. Rules for format, content, and field values can be found in the Implementation Guides. This Companion Guide describes the technical interface environment with the WCMBP System, including connectivity requirements and protocols, and electronic interchange procedures. This guide also provides specific information on data elements and the values required for transactions sent to or received from the WCMBP System.

Companion Guides are intended to supplement rather than replace the standard Implementation Guide for each transaction set. The information in these documents is *not* intended to:

- Modify the definition, data condition, or use of any data element or segment in the standard Implementation Guides.

- Add any additional data elements or segments to the defined data set.

- Utilize any code or data values that are not valid in the standard Implementation Guides.

- Change the meaning or intent of any implementation specifications in the standard Implementation Guides.

2 TECHNICAL INFRASTRUCTURE AND PROCEDURES

2.1 Technical Environment

2.1.1 Communication Requirements

This section will describe how trading partners can submit and retrieve all HIPAA test and production file using two methods:

- Secure File Transfer Protocol (SFTP)

- WCMBP Web Portal

2.1.2 Contacts for Assistance

- WCMBP EDI Help Desk Telephone Number: 1-800-987-6717
- Hours: 8:00 AM – 8:00 PM EST, Monday through Friday
- Information required for the phone call:

    - Topic of Call (setup, procedures, etc.)

    - Name of caller

    - Submitter's OWCP Provider ID

    - Organization of caller

    - Telephone number of caller

    - Nature of problem (connection, receipt status, etc.)

2.2 Retrieve 835 files via Web Interface

Once logged into the WCMBP Portal, the user can Upload file and Retrieve Acknowledgement/Response in the Provider Portal screen as shown below:
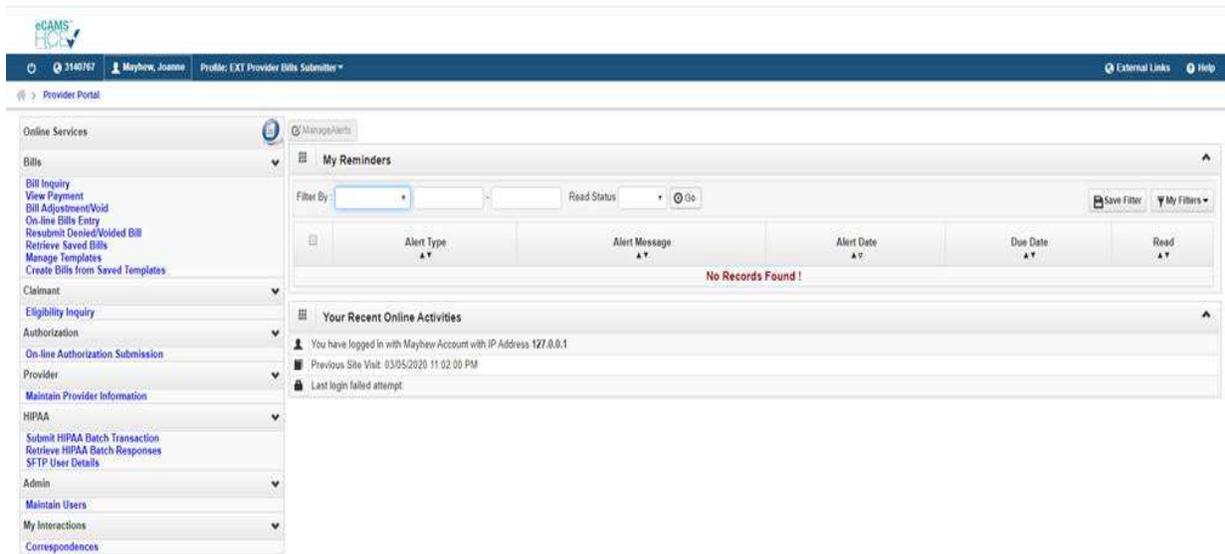
Figure 1. Upload file and Retrieve Acknowledge/Response

Select the **Retrieve HIPAA Batch Responses** hyperlink from the Provider Portal screen to retrieve Acknowledgements/Responses (TA1, 999 or 835) as shown below:
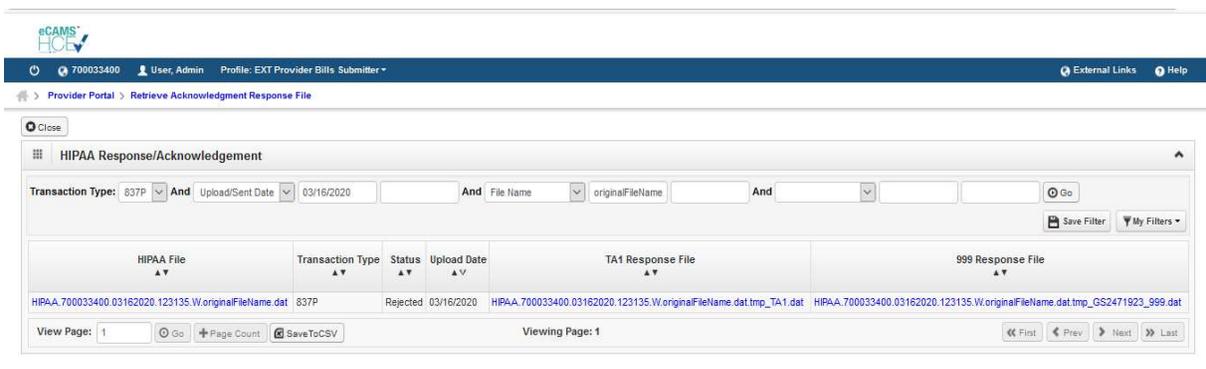
Figure 2. Retrieve HIPAA Batch Responses

2.3 SFTP Setup, Directory, and File Naming Convention

2.3.1 SFTP Setup

In order, Perform the following steps to set up the SFTP:

Select the **SFTP User Details** hyperlink on the Provider Portal screen under Online Services menu HIPAA Section to open the SFTP User Details screen.
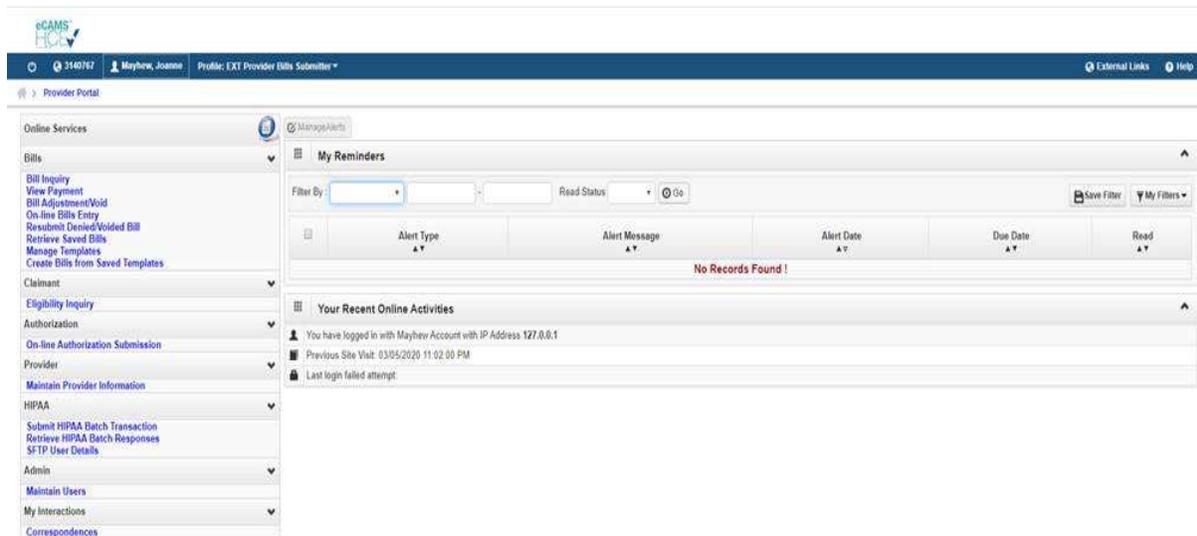

Figure 3. SFTP User Details

Select the **Create SFTP User** button to open the EDI SFTP User Info Dialog

Note: If the SFTP user has been created already, the **Create SFTP User** button will be displayed as disabled, and the **Reset SFTP Password** button will be enabled.


Figure 4. Create SFTP User

Your SFTP User Login ID will be automatically assigned by WCMBP using your OWCP Provider ID with "OWCP" prefix. For example, if your OWCP Provider ID is 123456789, your SFTP User Login ID will be OWCP123456789.

Enter a secure password following the password policy as shown on the screen, confirm it, and then select **OK** to create your new SFTP user.

Figure 5. Creating Your New SFTP User.

You can now access the SFTP using an SFTP client such as WinSCP

Figure 6. Access the SFTP Using an SFTP Client

2.3.2 Reset SFTP User Password

1. Perform the following steps to reset your SFTP password:

2. To open the SFTP User Details screen, select the **SFTP User Details** hyperlink on the Provider Portal page under the Online Services menu HIPAA Section.
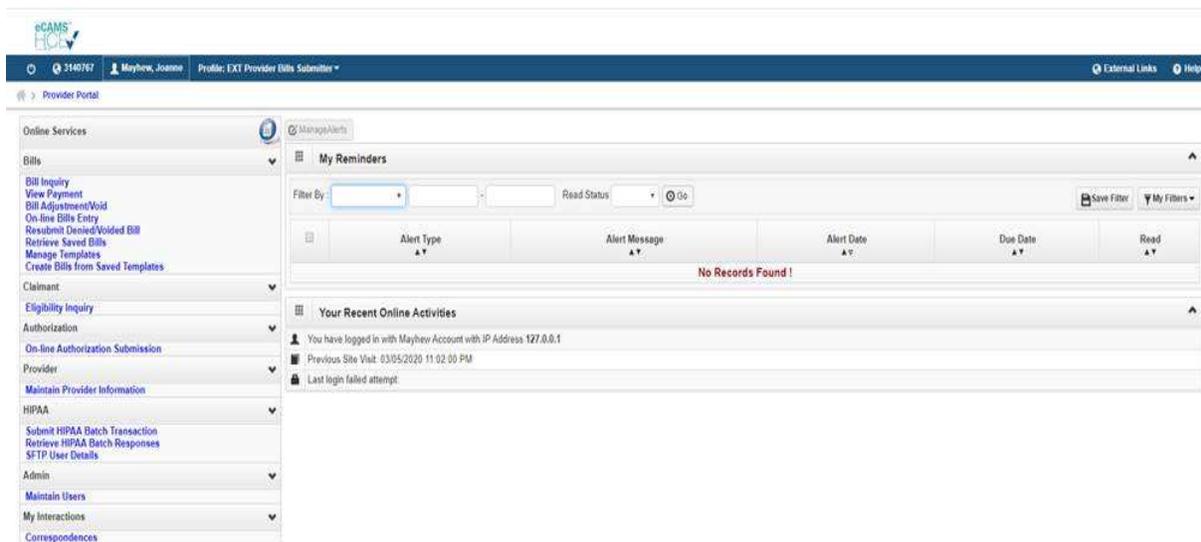
Figure 7. Resetting Your SFTP Password

3. To open the EDI SFTP User Info Dialog, select the Reset **SFTP Password** button.

Note: If the SFTP user has not been created already, the **Create SFTP User** button will be displayed as enabled, and the **Reset SFTP Password** button will be disabled.
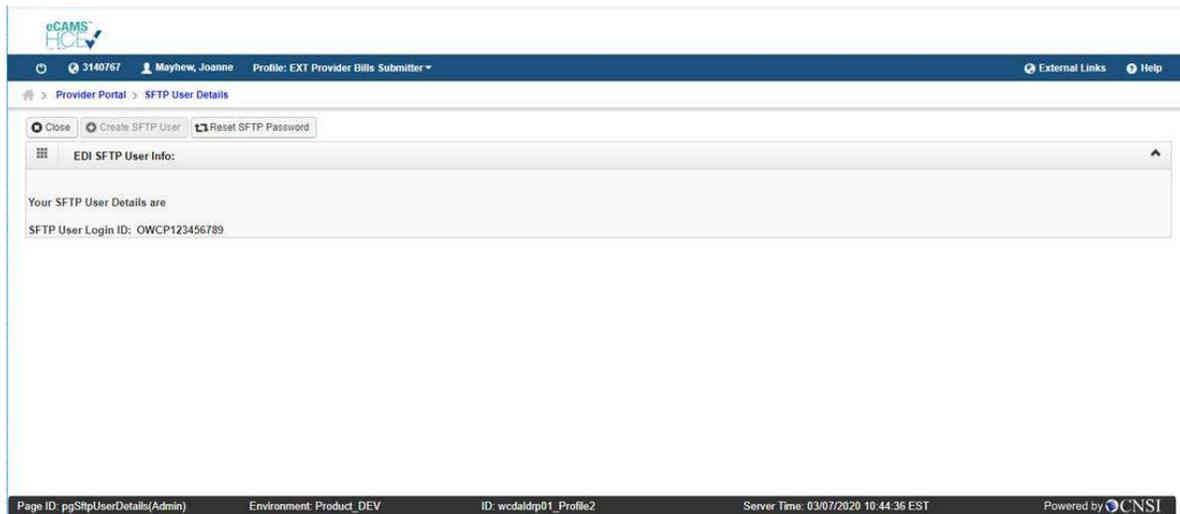
Figure 8. SFTP Password

4. Enter a new password, confirm it, and then select **OK** to reset your SFTP password.
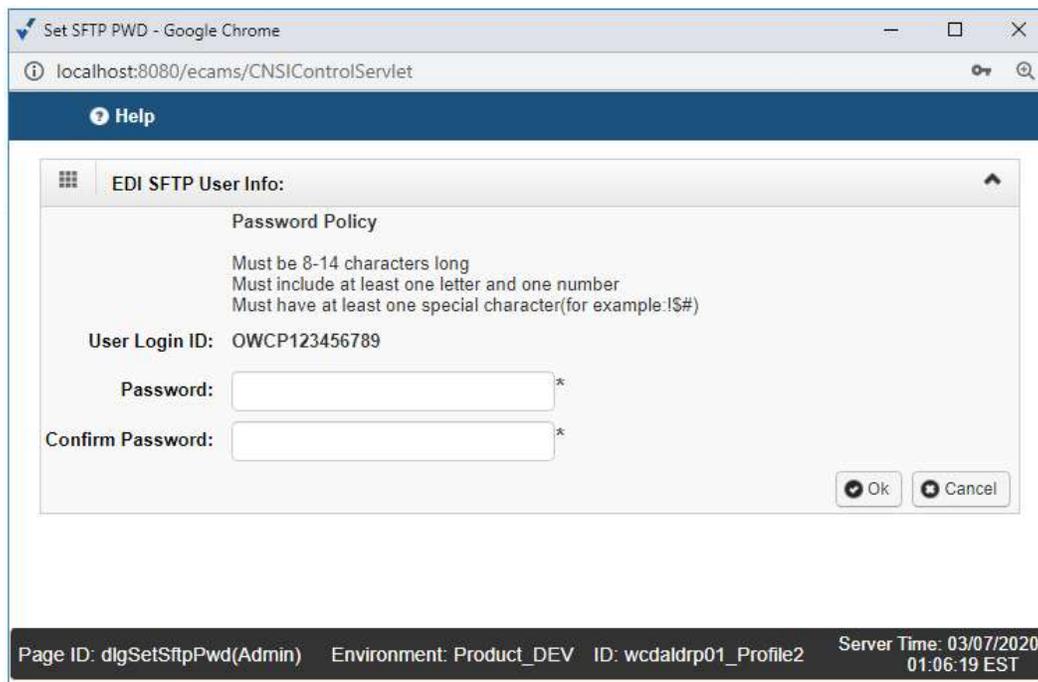
Figure 9. Reset Your SFTP Password

2.3.3 SFTP Directory Naming Convention

The folder structure will appear as:
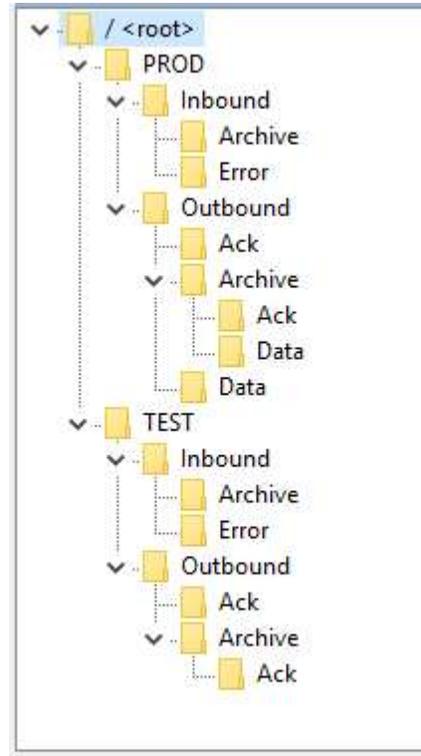
Figure 10. Folder Structure

There would be two categories of folders under Trading Partner's SFPT folders:

- TEST – Trading Partners should submit and receive their test files under this folder

- PROD – Trading Partners should submit and receive their production files under this folder.

The following folders will be available under the TEST/PROD folder within the SFTP root of the Trading Partner:

- 'Inbound' - This folder should be used to drop the Inbound files that need to be submitted to WCMBP

- 'Outbound' – X12 outbound transactions generated by WCMBP will be available in this folder

The trading partner should look for acknowledgements to the files submitted in the Outbound/Ack folder. TA1 and 999 will be available for all the files submitted by the Trading Partner that passed file level validation.

The trading partner should look for 835 file in the PROD/Outbound/Data folder. The 835 file will not be generated for the test file uploaded in TEST.

If the trading partner (submitter) is a billing agent/clearinghouse, the 835 file will be available in the **PROD/Outbound/Data** folder only if the billing agent/clearinghouse and the billing provider are associated within WCMBP. Refer to Section 2.3.5 on how the billing provider set up the billing provider/billing agent association within WCMBP.

It's recommended that the trading partner delete the acknowledge and 835 files after they are downloaded. The files in both Outbound/Ack and Outbound/Data folders will be retained for ninety (90) days before they are moved automatically to the Outbound/Archive folder by the system.

2.3.4 File Naming Convention

When a HIPAA file is uploaded via Web Portal or SFTP, WCMBP generates the Response files following the Outbound naming convention below.

For Outbound 835 Transaction File:

- Hipaa.<TPId>.<datetimestamp>.835.dat
- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss

Example:

- OWCP Provider ID: 123456789
- 835 File Generation Date/Time: March 01, 2020 01:00:43AM

File Name:

> 835: Hipaa.123456789.20200301010043.835.dat

2.3.5 Billing Provider and Billing Agent/Clearinghouse Association

The following steps should be followed by the billing provider setting up the billing provider and billing agent/clearinghouse association within the WCMBP System:

1. Obtain the billing agent/clearinghouse' OWCP Provider ID from the billing agent/clearinghouse.

2. Enter the billing agent/clearinghouse's OWCP Provider ID in the EDI Submitter Details step in the enrollment/maintenance wizard.

Figure 11. Billing Provider Enrollment/Maintenance Wizard Screen

Figure 12. Add Billing Agent/Clearinghouse Dialog Screen

Note:

- After a billing agent uploads an 837 file via SFTP and the bill is loaded or processed by WCBMP, the 835 file will be available in the ***PROD/Outbound/Data*** folder to the billing agent only if the billing agent and the billing provider are associated within the WCMBP System.

- The 835 file is always available for download from the billing provider's Provider Portal page.

- If the association has not been set up by the billing provider yet, the billing provider can create a provider portal user account for the billing agent, so that the billing agent can log into the billing provider's provider portal and download the 835 file.

- The billing agent should contact the billing provider's security administrator if they need provider portal access under the billing provider.

2.4 Transaction Standards

2.4.1 General Information

HIPAA standards are specified in the Implementation Guide for each mandated transaction and modified by authorized Addenda. Currently, the 835 transaction has one Addendum. This Addendum has been adopted as final and is incorporated into WCMBP requirements.

An overview of requirements specific to each transaction can be found in the 835 Implementation Guide. Implementation Guides contain information related to:

- Format and content of interchanges and functional groups
- Format and content of the header, detailer and trailer segments specific to the transaction
- Code sets and values authorized for use in the transaction
- Allowed exceptions to specific transaction requirements

Transmission sizes are limited based on two factors:

- Number of Segments/Records allowed by WCMBP
- WCMBP file size limitations

HIPAA standards for the maximum file size of each transaction set are specified in the 835 Implementation Guide. The 835 Implementation Guide recommends a limit of 10,000 CLP Claim Payment Segments in 2100 Claim Payment Information Loop. WCMBP may exceed the recommended limit of 10,000 CLP (Claim Payment Information) segments per ST-SE envelope in order to maintain the balancing requirement within 835.

2.4.2 WCMBP has no size limitations for postings to its FTP Server. Data Format

2.4.2.1 Delimiters

The WCMBP will use the following delimiters on outbound transactions:

- Data element separator - Asterisk (*)
- Sub-element Separator - colon (:)
- Segment Terminator - Tilde (~)
- Repetition Separator, Caret, (^)

2.4.3 Data Interchange Conventions

WCMBP transmits 835 Transaction files with a single ISA/IEA and GS/GE envelope. 835 Transaction contains all the claims within one ST-SE segment within the same GS/GE envelope.

2.4.4 Rejected Transmissions and Transactions

WCMBP will validate all 835 transactions up to HIPAA validation levels 1, 2 and 3. If a receiver rejects any part of the transmission, they must reject the entire transmission. Data on rejected 835 transmissions should not be used to update Trading Partner databases. WCMBP transmits 835 Transactions within single functional groups, and in single ST-SE Segments.