Electronic Data Interchange (EDI) Process

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Introduction

The purpose of this tutorial is to educate providers on Electronic Data Interchange (EDI) Process: how to establish an EDI account and submit files. Providers can submit their EDI files through the Workers' Compensation Medical Bill Process (WCMBP) System. This tutorial will cover information on how to:

- Avoid claim processing delays
- Reduce administrative postage, materials and handling cost
- Receive a faster detection of errors and faster payments

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EDI Benefits

Allows Providers to:

- Avoid claim processing delays

- Reduction of administrative postage, materials and handling cost

- Faster detection of errors

- Faster Payments

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What is Electronic Data Interchange (EDI)?

What is EDI?

EDI (Electronic Data Interchange) X12 is a data format based on the Accredited Standards Committee (ASC) X12 standards. The Implementation Guides adopted under the Health Insurance Portability and Accountability Act (HIPAA) can be found at http://www.wpc-edi.com/.

EDI allows one company to send information to another company electronically, rather than using paper. Business entities conducting business electronically are known as "trading partners." A 'Trading Partner' may represent an organization, group of organizations or any other business entity.

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WCMBP and EDI

The WCMBP system supports the following EDI transactions:

- **837 Inbound File** – An electronic file that contains information about a patient claim that are sent by healthcare providers to a payor (OWCP).

- **835 Outbound File** – Is the electronic Remittance Voucher(RV)/Explanation of Benefits(EOB) sent by payor (OWCP) to providers about the healthcare services being paid/denied for.

- **TA1 Outbound Acknowledgement** – It reports the status of the processing of an interchange. This report confirms whether or not EDI successfully received the interchange or transmission. It notifies the Trading Partner of encountered errors after it verifies the envelop structure.

- **999 Outbound Acknowledgement** – A response that a file was received properly.

EDI Bills Submission Methods

How Can EDI Bills Be Submitted – Direct Data Entry

Direct Data Entry (DDE) –This feature is available to all providers upon registration with the WCBMP system (Also referred to as Web Interactive).

- Enter bills directly into the WCMBP system via the **"On-Line Bills Entry"** link on the Provider Portal.

- Accommodates several bill types (professional, institutional, dental) with the ability to create/save billing templates.

- Allows for the attachment of supporting documents

How Can EDI Bills Be Submitted – EDI Batch

EDI Batch - This feature is available for all the providers and Billing Agents/Clearinghouses

- Access via the **"HIPPA Batch Transaction"** hyperlink on the WCMBP provider portal.

- The size limit of the EDI Batch file is **50MB.**

- Providers can see all the submitted **EDI files** along with acknowledgment/response files. days.

- Does **not** allow for attaching supporting documentation.

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How Can EDI Bills Be Submitted - Secure FTP Batch

Secure File Transfer Protocol (SFTP) Batch - This feature is available via the WCMBP system and requires the use of an SFTP client.

- Access this feature via the **"SFTP User Details"** link on the provider portal.

- SFTP allows for a file size of up to **100MB.**

- Allows for the attachment of supporting documents.

- WCMBP system will have an *account and folder structure* in SFTP and the login credentials will be shared with the provider

How Can EDI Bills Be Submitted - Secure FTP Batch

SFTP Batch

- The acknowledgment/response files for the submitted EDI file are stored in respective folder in SFTP account for provider review.

- SFTP is the <u>default</u> EDI bills submission method for **Billing Agents/ Clearinghouses**.

Billing Agents/Clearinghouses & EDI

- **Billing agents/clearinghouse responsibilities:** Each billing agent/ clearinghouse must have an OWCP provider ID number to submit bills via the WCMBP system, and must provide their OWCP Provider ID number to each provider for whom they are billing.

- **Legacy billing agent/clearinghouses:** OWCP provider information will transfer to the WCMBP system. They will receive a Welcome and Registration letters that provide information on how to access the system.

- **New billing agent/clearinghouse:** Need to enroll with OWCP via the WCMBP System online enrollment process.

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Billing Agents/Clearinghouse & EDI

Provider Responsibility: Any provider who chooses to utilize the services of a third party biller (billing agent or clearinghouse) to submit bills must identify the OWCP provider ID assigned to the billing agent/clearinghouse on their own provider profile.

- **Legacy providers whose provider profile is currently linked to a billing agent/clearinghouse**: Information will transition over to the WCMBP system; the billing agent/clearinghouse will be able to submit EDI claims on or after April 27, 2020, through the WCMBP system.

- **Legacy providers whose provider profile is <u>NOT</u> linked to a billing agent/clearinghouse:** Providers need to update their existing provider profile with the the billing agent/clearinghouse provider information, including the billing agent/clearinghouse's OWCP Provider ID.

- **New providers:** Providers who select the option to submit bills via EDI on their enrollment application and must have the billing agent/clearinghouse OWCP Provider ID. The tutorials on how to complete an enrollment application is available at https://owcpmed.dol.gov under resources, training and tutorials.

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Existing Legacy Providers: Adding/Updating EDI Submission Methods

Accessing Maintain Provider Information in the WCMBP System

1 Log in to the WCMBP System. The system will display the default "Select a provider ID Number" page. Select the appropriate profile "Ext Provider File Maintenance" from the drop-down list.

Select a Provider ID Number to continue to the Provider Portal:

Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs: 700 *

⊙ Go

Select a profile to use during this session:

EXT Provider File Maintenance * ⊙ Go

2 Click on the "Maintain Provider Information" hyperlink in the column on the left under Provider.

Provider

Maintain Provider Information

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Update Provider Data

1 Click hyperlink "Step 7: EDI Submission Method."

	Step	Required	Last Modification Date	Last Review Date	Status
☐	Step 1: Basic Information	Required	03/04/2020	03/04/2020	Complete
☐	Step 2: Location	Required	12/29/2019	12/29/2019	Complete
☐	Step 3: Taxonomies	Required	12/29/2019	12/29/2019	Complete
☐	Step 4: Ownership Details	Required	12/29/2019	12/29/2019	Complete
☐	Step 5: Licenses and Certifications	Required	12/29/2019	12/29/2019	Complete
☐	Step 6: Identifiers	Optional	12/29/2019	12/29/2019	Complete
☐	Step 7: EDI Submission Method	Optional	12/29/2019	12/29/2019	Complete
☐	Step 8: EDI Submitter Details	Optional	12/29/2019	12/29/2019	Complete
☐	Step 9: EDI Contact Information	Optional	12/29/2019	12/29/2019	Complete
☐	Step 10: Payment Details	Required	03/17/2020	12/29/2019	Complete
☐	Step 11: Complete Provider Disclosure	Required	12/29/2019	12/29/2019	Complete
☐	Step 12: View/Upload Attachments	Optional	12/29/2019	12/29/2019	Complete
☐	Step 13: Submit Maintenance Request for Review	Required	12/29/2019	12/29/2019	Incomplete

View/Update Provider Data - Individual

Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the Step - Submit Maintenance Request for Review.

If the provider previously opted out of submitting via EDI, it will show 'None' in "EDI Submission Method" column.

1 Click the "None" hyperlink under EDI Submission Method

Add EDI Submission Method (Step 7)

1. Select your Mode of Submission:

- Billing Agent/ Clearinghouse: When provider uses a third party to submit their bills.

- Web interactive (DDE): This option is already available for providers, nothing further will be needed.

- FTP Secure Batch: SFTP set up.

- Web Batch: This option is already available for providers, nothing further will be needed.

- None: Don't select.

2. Click "Ok."

EDI Submission Method (Step 7)

Your EDI Submission will be in a "In Review" status. Click "Close" and go to next step "Add EDI Submitter Details."

Add EDI Submitter Details (Step 8)

1. Enter the Billing Agent/Clearinghouse OWCP ID

2. Enter the start date, and end date is optional.

3. Click OK
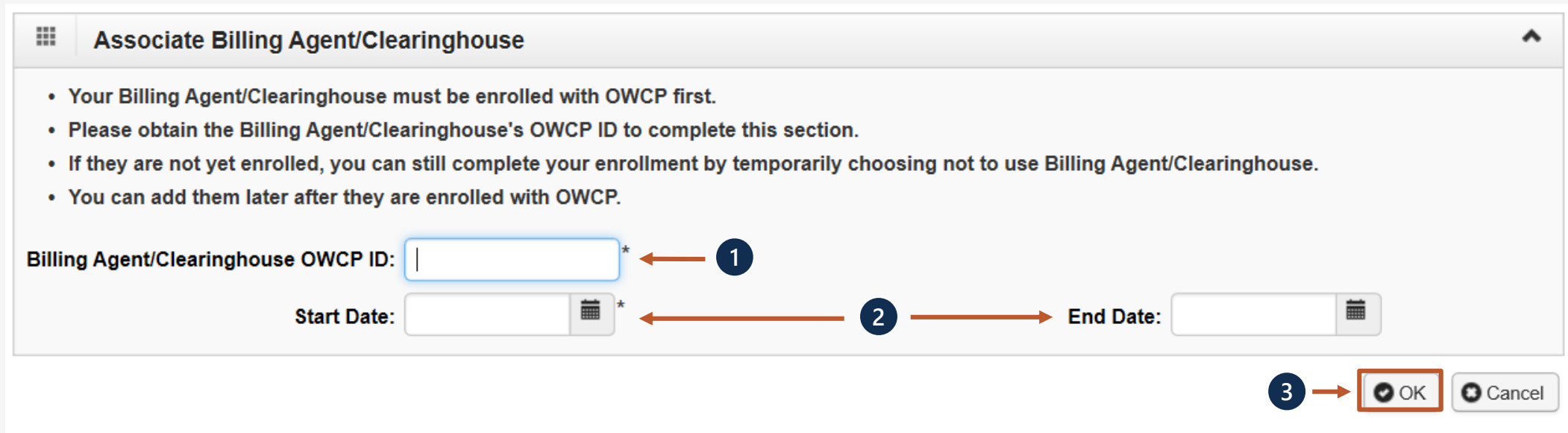
Add EDI Submitter Details (Step 8)

1. The system displays the Billing Agent/Clearinghouse OWCP ID entered.

2. Click "Close" to move on to the next step, "Add EDI Contact Information."

Note: EDI Contact Information will need to be on file for any questions related to the EDI enrollment and/or future submissions and retrievals.

Add EDI Contact Information (Step 9)

Note: Step 9 is required if the EDI Submission Method is Billing Agent/Clearinghouse in Step 7.

1. Enter the Title of the contact person.

2. Enter contact person's First and Last Name.

3. Enter 10-digit phone number.

4. Click "+Address."

5. Enter Street Number and Name in Address Line 1.

6. Enter Zip Code.

7. Click "+Validate Address."

8. Click "Ok."

Add EDI Contact Information (Step 9)

1. The system displays the EDI Contact Information List, which displays the contact information entered.

2. Click "Close."

Submit for Review (Step 13)

1 Click hyperlink "Step 13: Submit Maintenance Request for Review."

View/Update Provider Data - Individual				

Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the Step - Submit Maintenance Request for Review.

Step	Required	Last Modification Date	Last Review Date	Status	
Step 1: Basic Information	Required	03/04/2020	03/04/2020	Complete	
Step 2: Location	Required	12/29/2019	12/29/2019	Complete	
Step 3: Taxonomies	Required	12/29/2019	12/29/2019	Complete	
Step 4: Ownership Details	Required	12/29/2019	12/29/2019	Complete	
Step 5: Licenses and Certifications	Required	12/29/2019	12/29/2019	Complete	
Step 6: Identifiers	Optional	12/29/2019	12/29/2019	Complete	
Step 7: EDI Submission Method	Optional	12/29/2019	12/29/2019	Complete	
Step 8: EDI Submitter Details	Optional	12/29/2019	12/29/2019	Complete	
Step 9: EDI Contact Information	Optional	12/29/2019	12/29/2019	Complete	
Step 10: Payment Details	Required	03/17/2020	12/29/2019	Complete	
Step 11: Complete Provider Disclosure	Required	12/29/2019	12/29/2019	Complete	
Step 12: View/Upload Attachments	Optional	12/29/2019	12/29/2019	Complete	
Step 13: Submit Maintenance Request for Review	Required	12/29/2019	12/29/2019	Incomplete	

Final Modification Submission (Step 13)

1 Click "Submit Modification" Button to complete your update.

2 A dialog box will populate confirming your submission, press "OK."

Close   Submit Modification

Final Modification Submission

Instructions for submitting signature and supporting documentation:

1. Click this link to download and print the Provider Enrollment Form.
2. Review the Terms on the Provider Enrollment form Signature page (Page 8), sign and date.
3. Upload the signature page and other supporting document.
4. You can also click this link to open the documentation cover sheet, enter the Application Number and print. Then mail or fax the cover sheet, signature page, and other supporting document to the address below.
5. After you submit the enrollment, you cannot make further change until your modification request is approved.

Mailing Address:

OWCP
P.O. Box 34690
San Antonio, TX 78265
Fax: ###-###-####

Privacy Act Statement

Collection of this information by OWCP is necessary for its administration of the Federal Employees' Compensation Act, the Black Lung Benefits Act, the Longshore and Harbor Workers' Compensation Act and the Energy Employees Occupational Illness Compensation Program Act, and is authorized under 20 CFR 10.800, 20 CFR 30.700, 20 CFR 702.145, 20 CFR 725.714 and 33 USC 918(b). The information provided will be used to ensure accurate payment of medical and vocational rehabilitation provider bills and is protected by the Privacy Act of 1974, as amended (5 USC 552a) in accordance with the following systems of records: DOL/GOVT-1, DOL/OWCP-4 DOL/OWCP-9 and DOL/OWCP-11, published in the Federal Register, Vol. 81, page 25766, April 29, 2016, or as updated and republished. Completion and submission of this form is voluntary; however, failure to provide the information (including SSN or EIN) will result in substantially delayed payment of bills. This information will be furnished to OWCP and its data processing contractors, and may also be disclosed to other federal and state agencies in connection with the administration of other programs, to the Department of Justice for litigation purposes, and to medical and other provider review boards. Additional disclosures may be made through the routine uses for information contained in the referenced systems of records.

×

This site says...

The modification request has been submitted for review. Please check this Web site to verify the status of your request.
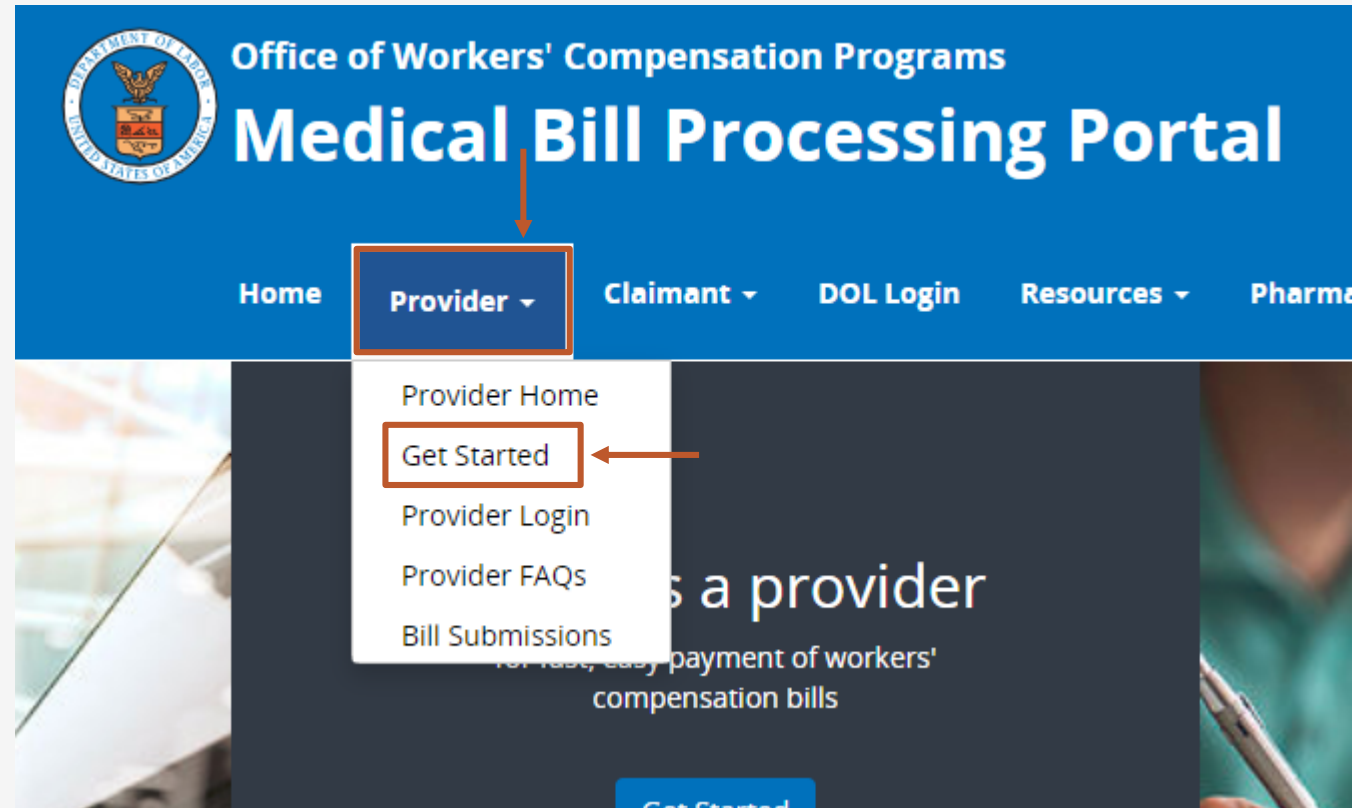
OK

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Billing Agent/ Clearinghouse Enrollment

Accessing the WCMBP System

Go to https://owcpmed.dol.gov

From the WCMBP Portal, select "Get Started" under the provider tab.

New Billing Agent/Clearinghouse Enrollment

Billing Agent/Clearinghouse will need to register with OWCP Connect first before starting a new enrollment or getting access into the WCMBP system.

OWCP Connect is the mechanism by which all users are authenticated.

NEW providers:
Begin enrollment

After registering in OWCP Connect via the link below, you will select your enrollment type and enter your data through an enrollment wizard. Upon approval, you will be mailed a welcome letter with your OWCP Provider ID

Begin OWCP Connect registration and online system enrollment

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Completing an Enrollment Application

1. Select the "Billing Agent/Clearinghouse" Enrollment Type.

2. Click "Submit."

Adding Basic Information

1. Select Tax Identifier Type (FEIN or SSN).

2. Based on the above option selected, you will have to enter either an organization's name or the individual's name.

3. Click "Next."

Adding Address Detail

1. To add address click "+Address."

Add Physical Location

1. Enter the Physical Address Street Number and Street Name.

2. Enter the Zip Code.

3. Click "Validate Address" . (Complete address will auto populated after validation)
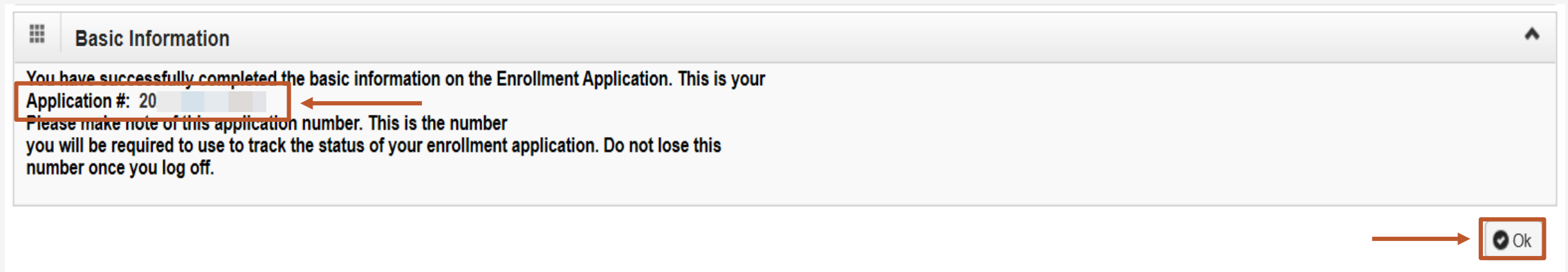
4. Click "OK".

Possible Validation Results

Address not found with Street Address and Zip Code Combination

Address validation successful

Application Number

Note down your application number for your records and click "OK."

Note: The application number will also be emailed to you.

Completing an Enrollment Application

Complete each step

Start/End Date

Optional vs Required

Complete vs Incomplete Status

◉ Close ⊖ Purge

::: **Enroll Provider -Billing Agent/Clearinghouse/Submitter**   ⌃

Business Process Wizard-Provider Enrollment (Billing Agent/Clearinghouse/Submitter). Click on the Step # under the Step column

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	03/19/2020	03/19/2020	Complete	
Step 2: Add Identifiers	Optional			Incomplete	
Step 3: Add EDI Submission Method	Optional			Incomplete	
Step 4: Add EDI Contact Information	Required			Incomplete	
Step 5: View/Upload Attachments	Optional			Incomplete	
Step 6: Submit Enrollment Application for Review	Required			Incomplete	

View Page: 1 ⊙ Go ➕ Page Count ⬚ SaveToCSV   **Viewing Page: 1**   « First ‹ Prev › Next » Last

Note: Step 1 is completed. Based on the information provided in step 1, the enrollment steps are displayed. The "Purge" button will delete all information entered. After clicking the "Purge" button you will be able to restart the enrollment application.

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Add Identifiers (Step 2)

1. Click "+ Add."
2. Select the identifier type from the Identifier Type drop-down.
3. Enter the identifier value in the "Identifier Value" field
4. Enter or select the start and end dates in the "Start Date" and "End Date" fields.
5. Select "Ok."

Note: This step is optional because all provider types do not require Identifiers. Identifiers are typically issued by external entities that uniquely identify the provider. Refer to the "Required Credentials" button to check if your provider type requires an identifier.

Add Identifiers (Step 2)

1. The system displays the Provider Identifiers, which displays identifiers entered.

2. Click "Close" to move on to the next step, "Add EDI Submission Method."

Note: Electronic Data Interchange (EDI) is the computer-to-computer exchange of business documents in a standard electronic format between business partners.

Add EDI Submission Method (Step 3)

1. Select your "Mode of Submission."

2. Click "Ok."

Note: Secure FTP Batch feature is available by default for Billing Agents/Clearinghouses.

EDI Submission Details

1 → **Mode of Submission:** ☐ Billing Agent/Clearinghouse   ☐ Web Interactive   ☐ FTP Secured Batch   ☐ Web Batch   ☐ None

Method	When to Use
Billing Agent/Clearinghouse	For providers who use a 3rd party to bill
Web Interactive	For entering (keying) bills directly in the System
FTP Batch	For submitting files via an SFTP site
Web Batch	For upload/download of files in the System
None	For submission through paper form ONLY.

- Web Batch method is often used by providers who submit their own HIPAA batch transactions. It allows a maximum file size of 50 MB.
- Your EDI submission method is FTP Secured Batch if you submit and retrieve batches at a secure web folder assigned to you by OWCP. This method was designed with clearinghouses and billing agents in mind. It allows a maximum file size of 100 MB.
- Don"t select "None" if other submission method is selected. You can always submit paper form in addition to EDI Submission.

2 → ✔ OK   ✖ Cancel

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Note: Step 4 is required if the EDI Submission Method is Billing Agent/Clearinghouse in Step 3

1. Enter the Title of the contact person.

2. Enter contact person's First and Last Name.

3. Enter 10-digit phone number.

4. Click "+Address."

5. Enter Street Number and Name in Address Line 1.

6. Enter Zip Code.

7. Click "+Validate Address."

8. Click "Ok."

View/Upload Attachments (Step 5)

Note:

- **A signature page must be received before the enrollment can be completed.**

- Signature page can be uploaded in this step or printed in the next step to be signed and faxed/mailed in or added here as an attachment.

1. Click "Upload Attachments."

2. Select the document type from the "Document Type" drop-down.

3. Click the "Browse" button (The system displays an Open window).

4. Locate and select the file from your local drive that you need to upload and click the Open button (The system updates the File Name field).

5. Click "OK."

Submit EDI Enrollment Application for Review (Step 6)

1. Click "this link" hyperlink to print the Signature Page to sign and date it.

2. Upload the signature page once signed.

Note: Signature page can be faxed or mailed in with cover sheet. If you want to upload, click "Close" and click on step 5 to upload the attachment.

3. Click "this link" hyperlink to obtain and print the cover sheet.

4. Click "Submit Enrollment" button.

Billing Agent/ Clearinghouse Enrollment via Mail

Billing Agent/Clearinghouse Enrollment via Mail

1. Select if New Enrollment or Update.

Note: If "Update," enter OWCP ID.

2. If using SSN, enter Individual information.

3. If using FEIN, enter Organization information.

4. Enter Physical Location Address.

5. Enter Phone Number.

6. Enter Fax Number.

7. Enter Email Address.

8. Select EDI Submission Method.

9. Enter Billing Agent/Clearinghouse Contact information.

Note: Form must signed, dated and mailed or faxed.

Mail: Provider Enrollment
Department of Labor – OWCP
PO Box 34690
San Antonio, TX 78265

Fax: 1-888-444-5335

EDI Testing Process

EDI Testing Process

Completion of the testing process is not mandatory prior to submitting electronic transactions to WCMBP. However, it is strongly recommended to ensure proper billing and prompt medical bill processing and payment.

Testing is conducted to ensure the following HIPAA compliance levels:

1. **Level 1** – Syntactical integrity: Testing of the EDI file for valid segments, segment order, element attributes, numeric values in numeric data elements, validation of X12 syntax, and compliance with X12 rules.

2. **Level 2** – Syntactical requirements: Testing for HIPAA Implementation Guide specific syntax requirements, such as limits on repeat counts, used and not used qualifiers, codes, elements and segments. It will also include testing for HIPAA required or intra-segment situational data elements, testing for non-medical code sets as laid out in the Implementation Guide, and values and codes noted in the Implementation Guide via an X12 code list or table.

3. **Level 3** – HIPAA Balance Testing: Validate that claim line items amounts are equal to the total claim amount.

4. **Level 7** – WCMBP defined custom rules: Transactions are validated against WCMBP defined custom rules as specified in the Transaction Specification section.

Trading Partner Testing Procedures

1. WCMBP companion guides available for download via the web at https://owcpmed.dol.gov/portal/provider/bill-submissions.

2. The trading partner submits all HIPAA test files through the WCMBP web portal or Secure File Transfer Protocol (SFTP).

   - Web Portal URL: Open https://owcpmed.dol.gov/portal/provider/bill-submissions, expand the "Web Batch – Upload EDI files online" section, and click the Provider Login for EDI Testing button.

   - SFTP URL: sftp://mft.wcmbp.com.

3. The trading partner downloads acknowledgements for the test file from the WCMBP Portal or SFTP.

4. If WCMBP system generates a positive TA1 and positive 999 acknowledgement, the file is successfully accepted. The trading partner is then ready to send 837 HIPAA files in production.

5. If the test file generates a negative TA1 or negative 999 acknowledgment, then the submission is unsuccessful and the file is rejected. The trading partner should resolve all the errors that are reported on the negative TA1 or negative 999 and resubmit the file for test. Trading partners can continue to test in the testing environment until they receive a positive TA1 and positive 999.

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Upload Batches via Web Interface (HIPAA Batch Transaction)

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Submit HIPAA Batch Transaction

1 Log in to the WCMBP System. The system will display the default "Select a provider ID Number" page. Select the appropriate profile "Ext Provider Bills Submitter" from the drop-down list.

Select a Provider ID Number to continue to the Provider Portal:

Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs: 700 *

⊙ Go

Select a profile to use during this session:

EXT Provider Bills Submitter * ⊙ Go

2 Click on the "Submit HIPAA Batch Transaction" hyperlink in the column on the left under HIPAA.

HIPAA

Submit HIPAA Batch Transaction
Retrieve HIPAA Batch Responses
SFTP User Details

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Batch Attachment Response

1 Click the "Upload" Button.

2 Click the "Browse" Button in the File Upload Dialog box to upload the EDI file. WCBMP limits a file size to 50 MB.

EDI files must meet the following criteria:
File Size: The file cannot be empty, i.e 0 kb.
File Name Extension: The file name extension must be .dat with all lower case (for example - My_Hipaa_File.dat).
File Name Length: The file name length (including the file name extension) cannot be greater than 50 characters.
File Name Special Characters: The file name should not contain special characters.

🏠 > **Provider Portal** > **Batch Attachment Response**

⊗ Close

⊕ Upload

Please click on the Upload button to upload your file.
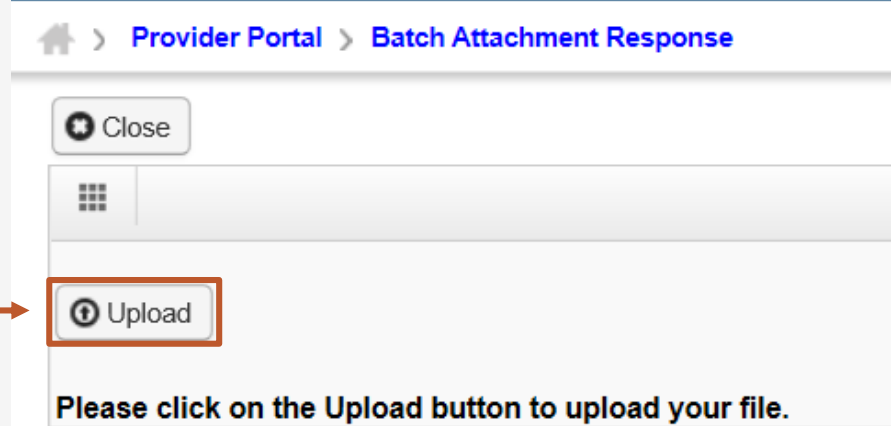
3 After the EDI file is selected, press "OK" button on the File Upload Dialog box to upload.

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File Naming Convention for Inbound Transactions

When a HIPAA file is uploaded via Web Portal or SFTP, WCMBP will rename the file as per the Inbound Transaction naming conventions below:

For Inbound Transactions Uploaded Via Web Portal and SFTP

Hipaa.<TPId>.<datetimestamp>.<uploadmethod>.<originalfilename>.pgp

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss
- <uploadmethod> is the method how the HIPAA file is uploaded. F-FTP, WWeb
- <originalfilename> is the original file name which is submitted by the trading partner.

(Web Ex) Hipaa.123456789.20200225151636.W.OriginalFileName.dat
(SFTP Ex) Hipaa.123456789.20200225151636.F.OriginalFileName.dat.pgp
SFTP Passed Validation Ex:
123456789.20200225151636.F.OriginalFileName.dat.pgp.processced
SFTP Failed Validation Ex:
Hipaa.123456789.20200225151636.F.OriginalFileName.dat.pgp.error

EDI File Submission

1 The system will display the notification that your file has been successfully uploaded.

- File Name

- Date/Time File was submitted

Note:

- You can upload another file or click close to return to the home page.

- WCMBP limits a file size to 50 MB while uploading HIPAA files through the WCMBP web portal.

❎ Close

⊞

⊕ Upload

Please click on the Upload button to upload your file.
Upload File Response

Thank You

The following File has been successfully uploaded:
File Name: HIPAA.191301000.03192020.100353.W.EDI.dat
Date/Time: 03/19/2020 10:17:56
Your file has been submitted for processing.Please print this page for your reference.

Submitting Supporting Documents - HIPAA Batch Transaction

The following steps should be followed to send supporting documents to the WCMBP System for the bills submitted via EDI:

1. For each supporting document, assign a unique Attachment Control Number and use it in 2300 Loop PWK segment following the Transaction Specifications in Section 3 below.

2. Download the Bills Supporting Documents Cover Sheet from the WCMBP Web Portal at https://owcpmed.dol.gov/portal/resources/forms-and-references/general

3. Fill out the Cover Sheet with all the required information. Please select "EDI Attachment Control Number" as Identifier Type and enter the Attachment Control Number in the Identifier Value field.

4. Print the cover sheet and mail it with the supporting document to the mailbox listed on the cover sheet for the respective claimant's program.

Retrieve HIPAA Batch Response

Retrieve HIPAA Batch Responses

1 Log in to the WCMBP System. The system will display the default "Select a provider ID Number" page. Select the appropriate profile "Ext Provider Bills Submitter" from the drop-down list.

Select a Provider ID Number to continue to the Provider Portal:

Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs: 700 *

⊙ Go

Select a profile to use during this session:

EXT Provider Bills Submitter * ⊙ Go

2 Click on the "Retrieve HIPAA Batch Responses" hyperlink in the column on the left under HIPAA.

HIPAA

Submit HIPAA Batch Transaction
Retrieve HIPAA Batch Responses
SFTP User Details

HIPAA Response/Acknowledgement

The system will display the following:

- HIPAA File Name

- Transaction Type

- Status (Accepted/Rejected)

- Upload Date

- TA1 Response File

- 999 Response File

Note: Using filter options such as Transaction Type, Upload Date or HIPAA File (File Name) can help to search for the EDI files of interest. Click on the hyperlink under HIPAA File to retrieve the response.

SFTP User Set Up

Accessing SFTP User Details

1 Log in to the WCMBP System. The system will display the default "Select a provider ID Number" page. Select the appropriate profile "Ext Provider Bills Submitter" from the drop-down list.

Select a Provider ID Number to continue to the Provider Portal:

Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs: 700

⊙ Go

Select a profile to use during this session:

EXT Provider Bills Submitter ⊙ Go

2 Click on the "SFTP User Details" hyperlink in the column on the left under HIPAA.

HIPAA

Submit HIPAA Batch Transaction
Retrieve HIPAA Batch Responses
SFTP User Details

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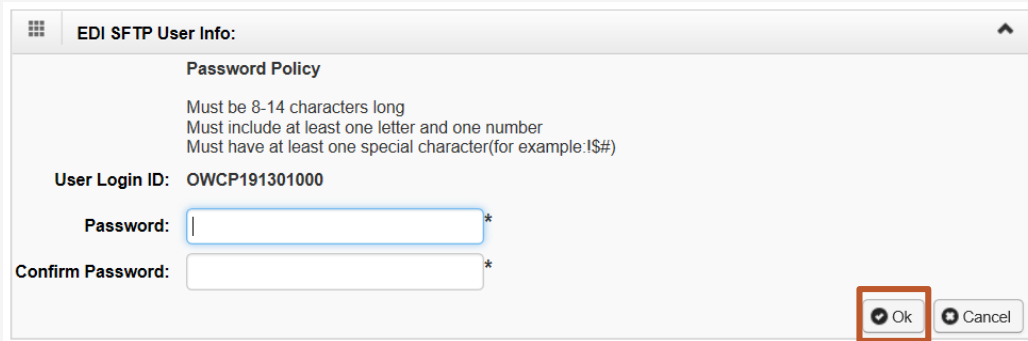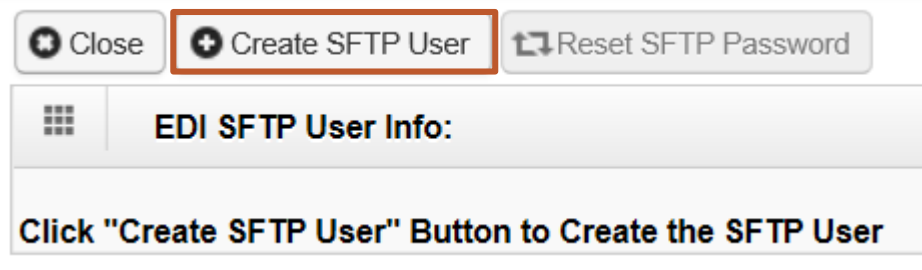
SFTP User Info

1 Click "Create SFTP User" button to create the SFTP User.

Note: If the SFTP user has been created already, this button will be disabled. The Reset SFTP Password button will be enabled.

2 The EDI SFTP User Info dialog box will be displayed allowing you to create a password and confirm it. Click "OK."

Note: Passwords must be 8-14 characters long. Must include at least one letter, one number and at least one special character (special character examples !@#$)

3 User account will be created and SFTP User ID will be displayed.

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SFTP Login

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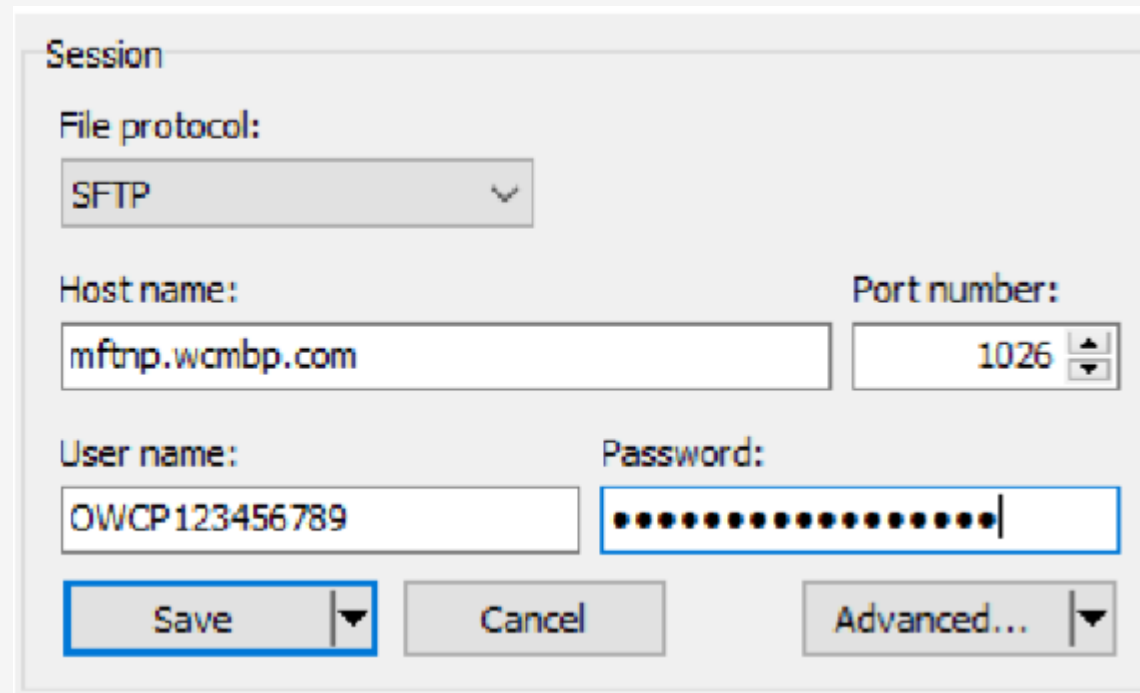
SFTP Login

Once SFTP user account is setup, you can now access the SFTP folder using an SFTP client, such as WinSCP, with your username/password.

Note: The example here shows the user of the WinSCP SFTP client. You can choose any SFTP client of your choice.

SFTP Directory

Once logged in, the folder structure will appear as:

- There will be 2 categories of folders under Trading Partners SFTP folders.

    1. **TEST** - Trading Partners should submit and receive their test files under this folder.

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

- The folders are structured (as shown here) under TEST/PROD folders within the SFTP root.
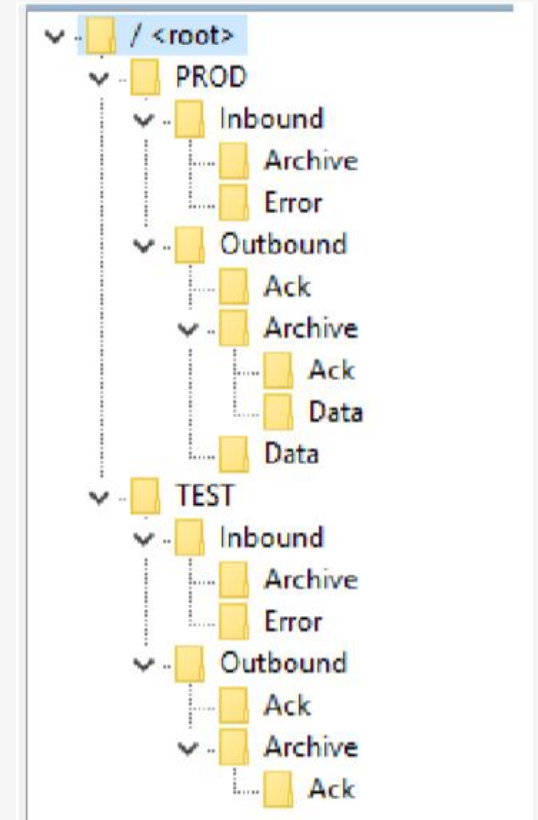
SFTP Directory - Inbound

Inbound- This Inbound folder should be used to drop the inbound files that needs to be submitted to WCMBP.

Note: After the inbound 837 file is dropped to the Inbound folder, WCMBP will rename the file following the inbound naming convention and perform the file level validation before processing.

- Files that pass the validation will be ready for processing. After being processed, the file name will be renamed with "processed" extension. After the user logs out from the SFTP account, the processed file will be moved to the Inbound/Archive folder.

- Files that fail the validation will be renamed with "error" extension. After the user logs out from the SFTP account, the error file will be moved to the Inbound/Error Folder.

Note: The files in both Inbound/Archive and Inbound/Error folders will be retained for 30 days before they are purged by the system automatically.

File Level Validation

EDI files must meet the following criteria:
File Size: The file cannot be empty, i.e 0 kb.
File Name Extension: The file name extension must be .dat with all lower case (for example - My_Hipaa_File.dat).
File Name Length: The file name length (including the file name extension) cannot be greater than 50 characters.
File Name Special Characters: The file name should not contain special characters.

Note: It is recommended to limit the file size to 100MB while uploading HIPAA file through SFTP.

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File Naming Convention for Inbound Transactions

When a HIPAA file is uploaded via Web Portal or SFTP, the WCMBP System will rename the file as per the Inbound Transaction naming conventions below:

For Inbound Transactions Uploaded Via Web Portal and SFTP

Hipaa.<TPId>.<datetimestamp>.<uploadmethod>.<originalfilename>.pgp

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss
- <uploadmethod> is the method how the HIPAA file is uploaded. F-FTP, WWeb
- <originalfilename> is the original file name which is submitted by the trading partner.

(Web Ex) Hipaa.123456789.20200225151636.W.OriginalFileName.dat
(SFTP Ex) Hipaa.123456789.20200225151636.F.OriginalFileName.dat.pgp
SFTP Passed Validation Ex:
123456789.20200225151636.F.OriginalFileName.dat.pgp.processced
SFTP Failed Validation Ex:
Hipaa.123456789.20200225151636.F.OriginalFileName.dat.pgp.error

SFTP Directory - Outbound

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

- Trading partner should look for acknowledgments 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.

- Trading Partner should look for 835 file in the PROD/Outbound/Data folder. The 835 file will NOT be generated for the test 837 files uploaded in TEST folder.

Note: It's recommended that the trading partner delete the acknowledgement and 835 files after they are downloaded. The files in both Outbound/Ack and Outbound/Data folders will be retained for 10 days before they are moved to the Outbound/Archive folder by the system automatically. The files in Outbound/Archive folder will be retained for 30 days before they are purged by the system automatically.
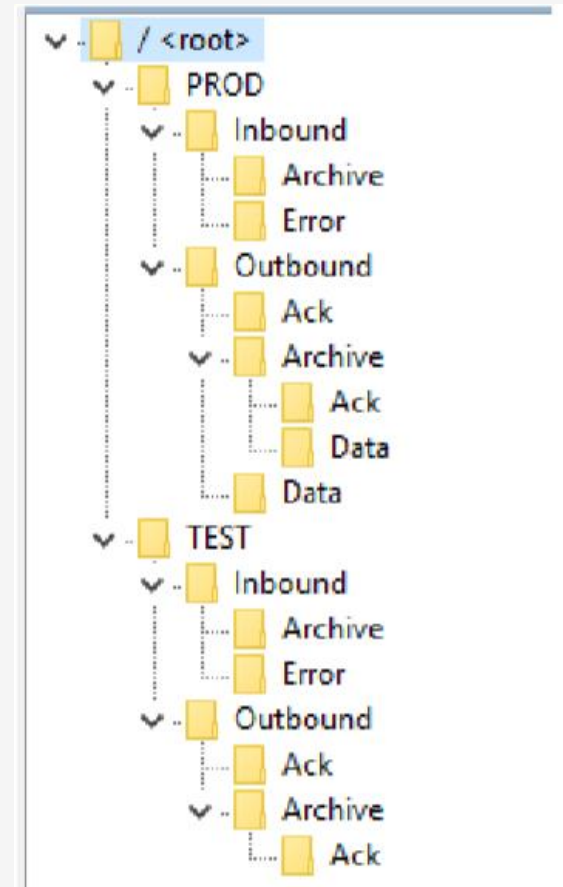
File Naming Convention for Outbound Transactions

Once the Inbound Transaction is uploaded, the system will generate the Acknowledgement/Response files as per the Outbound naming conventions below:

For Outbound TA1 Acknowledgement File:

Hipaa.<TPId>.<datetimestamp>.<uploadmethod>.<originalfilename>.<ta1extension>.dat

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss
- <uploadmethod> is the method how the HIPAA file is uploaded. F-FTP, WWeb.
- <originalfilename> is the original file name which is submitted by the trading partner.
- <ta1extension> is the system generate TA1 file extension

EX: Hipaa.123456789.20200225151745.F.OriginalFileName.dat.tmp_TA1.dat

For Outbound 999 Acknowledgement File:

Hipaa.<TPId>.<datetimestamp>.<uploadmethod><originalfilename>.<999extension>.dat

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss
- <uploadmethod> is the method how the HIPAA file is uploaded. F-FTP, WWeb.
- <originalfilename> is the original file name which is submitted by the trading partner.

Ex: Hipaa.123456789.20200225152018.F.OriginalFileName.dat.tmp_GS3031980_999.dat

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

Ex: Hipaa.123456789.20200301010043.835.dat

EDI Transaction
Specification
Changes

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EDI Transaction Specification Changes

- **You will need to enter the 9 digit OWCP ID ONLY**

- Use the following Receiver ID for each program:

  - 77044 for DFEC

  - 77103 for DEEOIC

  - 77104 For DCMWC

- In the legacy system, the OWCP Case Number format was 9 alphanumeric characters. DFEC files will still continue to accept 9 alphanumeric characters. DCMWC and DEEOIC will not accept the 9 alphanumeric characters. Please get updated Case Numbers from DCMWC and DEEOIC Claimants. (2010 BA Loop Segment NM1 REF - NM109 IG- S DOL- R)

- Attachments cannot be uploaded, but you can download a cover sheet that will require an Attachment Control Number. You will assign a unique Attachment Control Number and use it in 2300 Loop PWK segment.

- Use the following Transaction Versions:

  - ASC X12N 837 Professional (005010X222A1)

  - ASC X12N 837 Institutional (005010X223A2)

  - ASC X12N 837 Dental (005010X224A2)

EDI Contact and Resources

EDI Contact Information and Resources

Customer Service: 1-800-987-6717

Hours: 8:00 a.m. – 8:00 p.m. Eastern Time, 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.)

HIPAA Help Desk email: owcp-hipaa-help@cns-inc.com

Companion Guides can be found at https://owcpmed.dol.gov:

- Click Provider

- Click Bill Submission

- Click Web Batch - Upload EDI files Online

- Click Companion Guide

EDI Enrollment Form can be found at https://owcpmed.dol.gov:

- Click Resources

- Click Forms & Links

- Click EDI Enrollment Form

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