



County of Los Angeles
Department of Mental Health

Contract Providers Transition Project
(CPTP)

EDI CERTIFICATION PROCESS

Version 1.1

October 2013

DOCUMENT REVISION HISTORY

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Electronic Data Interchange (EDI) Certification Process

1 Why do I need to be certified?

The Certification Process verifies that both parties are following the guidelines correctly to format EDI transactions to avoid computer interpretation errors. This process of formatting is called Mapping.

There are a series of steps and procedures that must be followed to prepare for the electronic exchange of data between parties, these parties are referred to as Trading Partners. Any information can be exchanged via EDI between two or more parties, as long as both have been certified. These steps are described in more detail on the following page.

There are two guidelines used for the mapping process. The Implementation Guide provides information exchange standards for EDI called HIPAA syntax standards. The Companion Guide addresses the unique requirements or business rules a trading partner may have. Both the Implementation Guide and the Companion Guide must be followed in order for both trading partners to successfully format EDI transactions.

2 What is the Certification Process?

The Certification Process consists of the following steps.

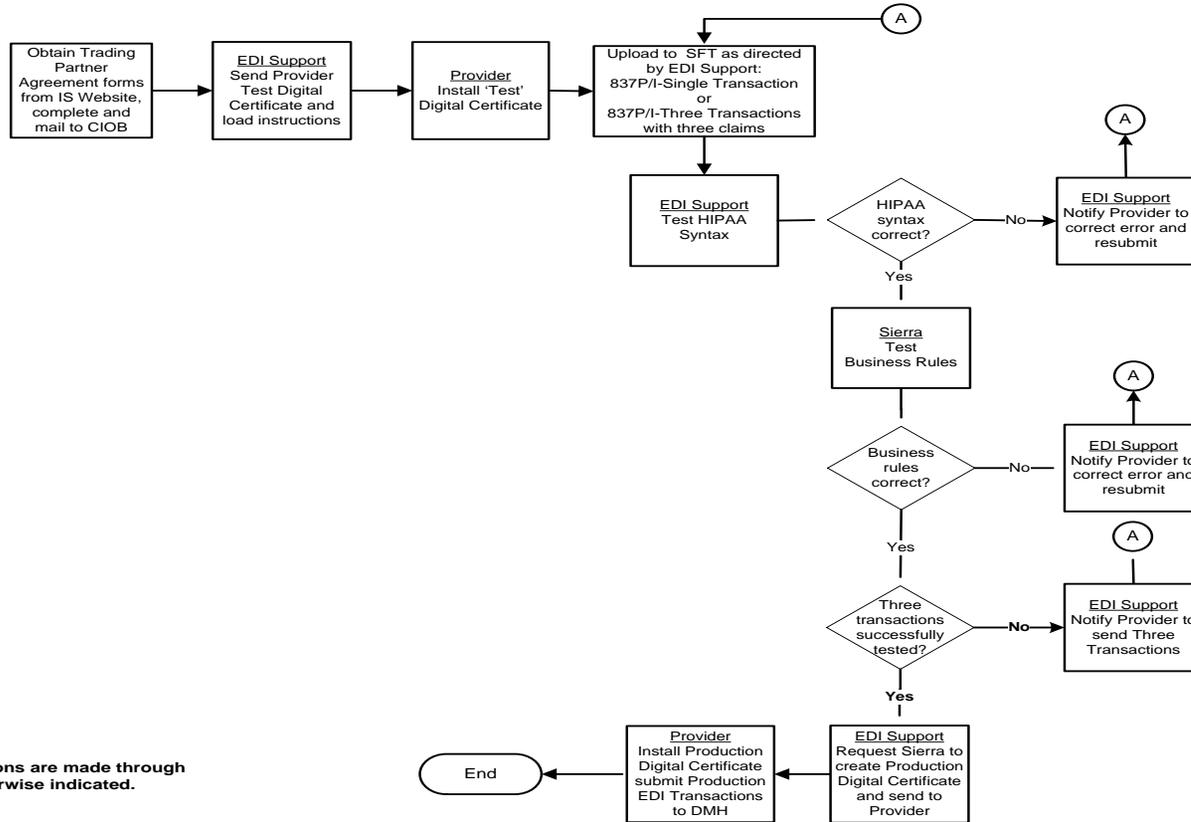
1. Complete the DMH Trading Partner Agreement Forms.
2. Receive and install Test Digital Certificate.
3. Submit test transactions to DMH.
4. Complete testing which includes correcting any problems with the test transactions.
5. Receive and install Production Digital Certificate.
6. Submit Production EDI transactions to DMH.

3 Certification Process Step-by-Step

| Process Description | Form or Input |
|---|---|
| 1. Obtain Trading Partner Agreement forms by: <ul style="list-style-type: none"> • downloading at http://lacdmh.lacounty.gov/hipaa/EDI_Forms.htm calling DMH Help Desk (213) 351-1335 to receive forms | Trading Partner Agreement Packet |
| 2. Complete all required forms in the Trading Partner Agreement, and mail completed packet to: <p style="margin-left: 40px;">Los Angeles County – DMH CIOB Attn: EDI Certification Unit 695 S. Vermont Ave. 11th Floor Los Angeles, CA 90005</p> | |
| 3. EDI Certification Unit sends the Test Digital Certificate and load instructions to provider via email. | Test Digital Certificate (with instructions) |
| 4. Install Test Digital Certificate. | |
| 5. Once installed, upload a single 837P/I transaction to the Secure File Transfer (SFT). | Single 837P/I transaction |
| 6. EDI Certification Unit notifies provider via email if errors in Syntax or Business Rules must be corrected and resubmitted. Once both tests are successful, EDI Certification Unit notifies provider to send three 837P transactions. | |
| 7. Provider then uploads three 837P/I transactions with three claims each to the Secure File Transfer (SFT). <p style="margin-left: 40px;">EDI Certification Unit notifies provider via email if errors in Syntax or Business rules must be corrected and resubmitted. Once both tests are successful, EDI Certification Unit requests Sierra to create a Production Digital Certificate.</p> | Three 837P/I transactions with three claims each |
| 8. Provider receives their Production Digital Certificate from the EDI Certification Unit via email. Provider is now ready for Production EDI. | Production Digital Certificate |

4 EDI Certification Flow Chart

Contract Provider Electronic Data Interchange Certification Process Summary View



Note: All notifications are made through E-mail unless otherwise indicated.