

Fee For Service Network Providers Testing - Checklist

Action Item(s)	Reference/Documentation
Readiness	
<input type="checkbox"/> Make appropriate changes to your system(s) to be EDI Ready	<ul style="list-style-type: none"> • IBHIS 837 5010 Companion Guide • EDI Sample 837P Header Format
Trading Partner Agreement (TPA) Process	
<input type="checkbox"/> Start TPA Request Process	<ul style="list-style-type: none"> • IBHIS TPA User Manual • Trading Partner Agreement (TPA) Webinar – Part I • IBHIS TPA Packet
ProviderConnect Request	
<input type="checkbox"/> Start ProviderConnect Request Process	<ul style="list-style-type: none"> • Applications Access Form • Confidentiality Oath Form • County of Los Angeles Agreement for Acceptable Use and Confidentiality of County’s Information Technology Assets, Computers, Networks, Systems and Data • Electronic Signature Agreement
Digital Certificate Testing	
<input type="checkbox"/> Download the IBHIS Digital Certificate	<ul style="list-style-type: none"> • IBHIS Digital Certificate Management - Initial Installation Guide • IBHIS Digital Certificate Management - Back up and Configuration Guide • IBHIS TPA and Digital Certificate Process Webinar - Part II
<input type="checkbox"/> Connect to IBHIS EFT test account, using the IBHIS Digital Certificate	<ul style="list-style-type: none"> • IBHIS Secure File Exchange Instructions • IBHIS TPA and Digital Certificate Process Webinar - Part II
EDI Claiming Testing – End Date Based on Readiness Group	
<input type="checkbox"/> Upload an 837P EDI File(s) in IBHIS EFT test account for structural validation	<ul style="list-style-type: none"> • EDI Sample 837P Header Format
<input type="checkbox"/> Receive ProviderConnect Training from DMH	<ul style="list-style-type: none"> • Video training available on demand • Provider Connect training material for Network Providers
<input type="checkbox"/> Begin Claims Certification Process	<ul style="list-style-type: none"> • Claims Certification Testing Script