

The following steps are required.

Step 1 – Fill out and sign the Trading Partner Agreement (TPA) package. For Legal Entity providers, download the TPA package from this link: http://lacdmh.lacounty.gov/hipaa/EDI_Forms.htm .

For the Network Providers, download the TPA package from this link: http://lacdmh.lacounty.gov/hipaa/ffs_EDI_Forms.htm.

Step 2 – Fax a copy of the filled and signed TPA package to (213) 252-8742 Attn: EDI Certification Unit.

Send an email to the EDI Certification Unit at DMH_EDI@dmh.lacounty.gov to notify us that a fax has been sent.

Another option is to create PDF files of the TPA package and send them to the EDI Certification Unit by email at DMH_EDI@dmh.lacounty.gov.

Step 3 – Mail in the original TPA package (from Step 2) to LACDMH CIOB, Attn: EDI Certification Unit, 695 S. Vermont Ave. 11th Fl. Los Angeles, CA 90005.

Please allow three extra workdays for the mail to be distributed to meet the cutoff dates (please refer to table column 'Provider Delivers TPA to DMH' below for cutoff dates).

When you have completed Step 2, a test digital certificate will be requested by the EDI Certification Unit.

However, a production digital certificate will **not** be issued until we receive the original TPA package.

It is recommended that you ensure your mail has been received by the DMH CIOB EDI Certification Unit using the DMH_EDI@dmh.lacounty.gov email address.

Step 4 - The EDI Certification Unit coordinator will contact you for testing and certification details when the test digital certificate is issued.

If you would like to know more in advance, please call our DMH HELPDESK at (213) 351-1335 and let us know that you are calling for EDI testing and we will open a ticket for you.

Test Digital Certificate Process and Schedule

January 2013

Test DC Schedule

Provider Delivers TPA to DMH	DMH Delivers DC Spreadsheet to Sierra	Sierra delivers DC's (test & prod) to DMH	DMH Delivers DC to Provider
Tuesday, January 08, 2013	Wednesday, January 09, 2013	Friday, January 11, 2013	Tuesday, January 15, 2013
Tuesday, January 22, 2013	Wednesday, January 23, 2013	Friday, January 25, 2013	Tuesday, January 29, 2013
Tuesday, February 12, 2013	Wednesday, February 13, 2013	Friday, February 15, 2013	Tuesday, February 19, 2013
Tuesday, February 26, 2013	Wednesday, February 27, 2013	Friday, March 1, 2013	Tuesday, March 5, 2013
Tuesday, March 12, 2013	Wednesday, March 13, 2013	Friday, March 15, 2013	Tuesday, March 14, 2013
Tuesday, March 26, 2013	Wednesday, March 27, 2013	Friday, March 29, 2013	Tuesday, April, 2, 2013
Tuesday, April 9, 2013	Wednesday, April 10, 2013	Friday, April 12, 2013	Tuesday, April, 16, 2013
Tuesday, April 23, 2013	Wednesday, April 24, 2013	Friday, April 26, 2013	Tuesday, April, 30, 2013
Tuesday, May 7, 2013	Wednesday, May 8, 2013	Friday, May 10, 2013	Tuesday, May 14, 2013
Tuesday, May 21, 2013	Wednesday, May 22, 2013	Friday, May 24, 2013	Tuesday, May 28, 2013
Tuesday, June 4, 2013	Wednesday, June 5, 2013	Friday, June 7, 2013	Tuesday, June 11, 2013
Tuesday, June 18, 2013	Wednesday, June 19, 2013	Friday, June 21, 2013	Tuesday, June 25, 2013
Tuesday, July 2, 2013	Wednesday, July 3, 2013	Friday, July 5, 2013	Tuesday, July 9, 2013
Tuesday, July 16, 2013	Wednesday, July 17, 2013	Friday, July 19, 2013	Tuesday, July 23, 2013
Tuesday, July 30, 2013	Wednesday, July 31, 2013	Friday, August 2, 2013	Tuesday, August 6, 2013
Tuesday, August 13, 2013	Wednesday, August 14, 2013	Friday, August 16, 2013	Tuesday, August 20, 2013
Tuesday, August 27, 2013	Wednesday, August 28, 2013	Friday, August 30, 2013	Tuesday, Sept. 3, 2013
Tuesday, Sept. 10, 2013	Wednesday, Sept. 11, 2013	Friday, Sept. 13, 2013	Tuesday, Sept. 14, 2013
Tuesday, Sept. 24, 2013	Wednesday, Sept. 25, 2013	Friday, Sept. 27, 2013	Tuesday, Oct. 1, 2013
Tuesday, Oct. 8, 2013	Wednesday, Oct. 9, 2013	Friday, Oct. 11, 2013	Tuesday, Oct. 15, 2013
Tuesday, Oct. 22, 2013	Wednesday, Oct. 23, 2013	Friday, Oct. 25, 2013	Tuesday, Oct. 29, 2013
Tuesday, Nov. 5, 2013	Wednesday, Nov. 6, 2013	Friday, Nov. 8, 2013	Tuesday, Nov. 12, 2013
Tuesday, Nov. 19, 2013	Wednesday, Nov. 20, 2013	Friday, Nov. 22, 2013	Tuesday, Nov. 26, 2013
Tuesday, Dec. 3, 2013	Wednesday, Dec. 4, 2013	Friday, Dec. 6, 2013	Tuesday, Dec. 10, 2013
Tuesday, Dec. 17, 2013	Wednesday, Dec. 18, 2013	Friday, Dec. 20, 2013	Tuesday, Dec. 24, 2013

TPA – Trading Partner Agreement DC – Digital Certificate