



County of Los Angeles
Department of Mental Health

Contract Providers Transition Project
(CPTP)

EDI CERTIFICATION PROCESS

Version 1.0

March 2008

DOCUMENT REVISION HISTORY

Version	Release Date	Revised by	Comments/Indicate Sections Revised
Final v 1.0	03/21/2008	Karen Bollow	Final update with changes

Table of Contents

1	WHY DO I NEED TO BE CERTIFIED?	1
2	WHAT IS THE CERTIFICATION PROCESS?	1
3	CERTIFICATION PROCESS STEP-BY-STEP	2
4	EDI CERTIFICATION FLOW CHART	3

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. Obtain HIPAA certificate from a third-party vendor.
2. Complete the DMH Trading Partner Agreement Forms.
3. Receive and install Test Digital Certificate.
4. Submit test transactions to DMH.
5. Complete testing which includes correcting any problems with the test transactions.
6. Receive and install Production Digital Certificate.
7. Submit Production EDI transactions to DMH.

3 Certification Process Step-by-Step

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

4 EDI Certification Flow Chart

