

Electronic Data Interchange (EDI) Certification Process

What is EDI?

EDI allows Contract Providers to transmit electronic transactions between payers including the Department of Mental Health (DMH). The concept involves defining a standard format for the transmission and the receipt of data such as claims, eligibility requests, remittance advice data and other clinical data. Simply put, it is the sending and receiving of information using computer technology.

Even though there are EDI standards, each organization may want to include information that is specific to their organization or may have added their own interpretation to the data. As with any form of communication, we want to avoid misinterpreting what is being said. The same applies to communications between computers. To exchange data correctly and prevent miscommunication, each legal entity that exchanges data electronically with DMH must be certified by DMH.

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

How do I know that the EDI information will be secure over the Internet?

As part of the certification process, DMH will issue each trading partner a special code that will be installed by the trading partner. The special code is referred to as a Digital Certificate. The Digital Certificate will be used to verify that the trading partner is actually the organization authorized to send EDI transactions to DMH. Without the correct information, EDI information will not be transmitted.

The EDI data is also coded (referred to as encrypted) to provide another level of security. The encrypted data will only be understood by trading partners with the correct validation or decoding tools. To begin, testing, each trading partner will be issued a Test Digital Certificate, once you are ready to send Production EDI transactions, you will receive a Production Digital Certificate.

What is the Certification Process?

The Certification Process consists of the following steps.

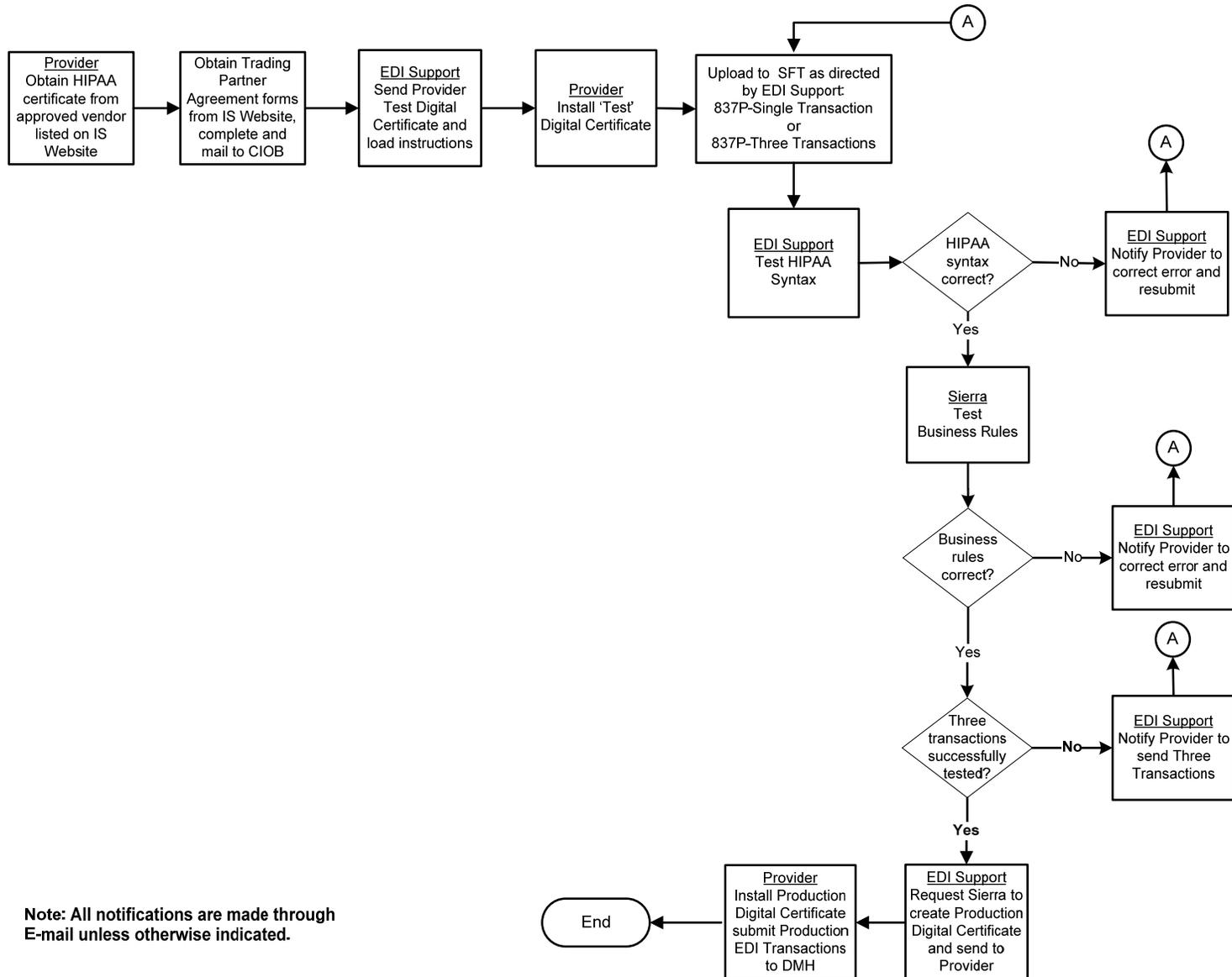
1. Obtain HIPAA certificate from a third-party vendor.
2. Complete the DMH Trading Partner Agreement Forms.
3. Receive and install Test Digital Certificate.
4. Submit test transactions to DMH.
5. Complete testing which includes correcting any problems with the test transactions.
6. Receive and install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

Contract Provider's Detailed Process:

- Obtain HIPAA certificate from approved vendor listed on IS Website. **HIPAA certification**
- Obtain Trading Partner Agreement forms by:
 - download at http://dmh.lacounty.info/hipaa/cp_SecureFile.htm
 - call DMH Help Desk (213) 351-1335 to receive forms **Trading Partner Agreement Packet**
- Complete all required forms in the Trading Partner Agreement, and mail completed packet to Los Angeles County – DMH
CIO Bureau/IS – Systems Access Unit
695 S. Vermont Ave.
Los Angeles, CA 90005
- EDI Support Group sends the Test Digital Certificate and load instructions to provider via email. **Test Digital Certificate (with instructions)**
- Install Test Digital Certificate.
- Once installed, upload a single 837P transaction to the Secure File Transfer (SFT). **Single 837P transaction**
- EDI Support Group notifies provider via email if errors in Syntax or Business Rules must be corrected and resubmitted. Once both tests are successful, EDI Support Group notifies provider to send three 837P transactions.
- Provider then uploads three 837P transactions to the Secure File Transfer (SFT). **Three 837P transaction**
- EDI Support Group notifies provider via email if errors in Syntax or Business rules must be corrected and resubmitted. Once both tests are successful, EDI Support Group requests Sierra to create a Production Digital Certificate.
- Provider receives their Production Digital Certificate from the EDI Support Group via email. Provider is now ready for Production EDI. **Production Digital Certificate**

Congratulations!

Contract Provider Electronic Data Interchange Certification Process Summary View



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