



County of Los Angeles
Department of Mental Health

Contract Providers Transition Project
(CPTP)

EDI Certification
Step-by-Step

Version 1.0

July 2008

DOCUMENT REVISION HISTORY

Version	Release Date	Revised by	Comments/Indicate Sections Revised
Initial Draft v 0.1	04/17/2008	Calvin Phan	Initial Release
Draft v 0.2	04/29/2008	Calvin Phan	Minor revision
Final Version 1.0	07/17/2008	Karen Bollow	Minor Format changes.

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1 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 transaction to the Secure File Transfer (SFT).	Single 837P 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 transactions 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 transactions
9. Provider receives their Production Digital Certificate from the EDI Support Group via email. Provider is now ready for Production EDI.	Production Digital Certificate

2 Certification Process Flow

Contract Provider Electronic Data Interchange Certification Process Summary View

