



**County of Los Angeles  
Department of Mental Health**

**Contract Providers Transition Project  
(CPTP)**

**Electronic Data Interchange (EDI)  
ENROLLMENT**

Version 1.1

March 2009

## DOCUMENT REVISION HISTORY

<b>Version</b>	<b>Release Date</b>	<b>Revised by</b>	<b>Comments/Indicate Sections Revised</b>
Initial Draft v 0.1	04/07/2008	Calvin Phan	Initial Release
Draft Version 0.2	06/02/2008	Calvin Phan	Updates based on feedback.
Draft Version 0.3	06/09/2008	Calvin Phan	Updates based on feedback
Draft Version 0.4	07/23/2008	Calvin Phan	Update based on feedback
Draft Version 0.5	08/08/2008	Karen Bollow	Final updates
Release Version 1.0	09/10/2008	Marta Ghazarian	Release Version
Release Version 1.1	03/18/2009	Karen Bollow	Minor Updates

## Table of Contents

❖ ELECTRONIC DATA INTERCHANGE (EDI) ENROLLMENT.....	1
❖ GETTING STARTED ON THE IS .....	2
❖ IS FORMS .....	2
➤ INTEGRATED SYSTEM ACCESS FORMS .....	3
➤ NETWORK ACCESS FORMS .....	3
➤ SERVICE DELIVERY STAFF FORMS .....	3
❖ GETTING IS TRAINING .....	3
❖ GETTING HELP WITH THE IS .....	4
❖ EDI/SECURE FILE TRANSFER .....	4
➤ EDI ENROLLMENT FORMS .....	5

## Electronic Data Interchange (EDI) Enrollment

Each contract agency or FFS2 provider must submit and receive transactions for claiming services in accordance with their Department of Mental Health (DMH) Agreement. For Electronic Data Interchange (EDI), providers are required to exchange transactions via a secure file transfer (SFT) method. The requirements for this method are included in the Trading Partner Agreement (TPA).

Currently, providers also use the Direct Data Entry (DDE) method to enter clinical, financial and administrative information into the Integrated System (IS). Once the Department of Mental Health (DMH) implements its new Electronic Health Records System (IBHIS), all clinical, financial and administrative information will be entered using EDI. The DDE method will no longer be available for contract agencies or FFS2 providers.

To enroll in the EDI process, providers must access the Integrated System via the Internet browser with the following URL address: <http://dmh.lacounty.info/hipaa/index.html>

➤ In the IS home page, choose one the following appropriate actions:

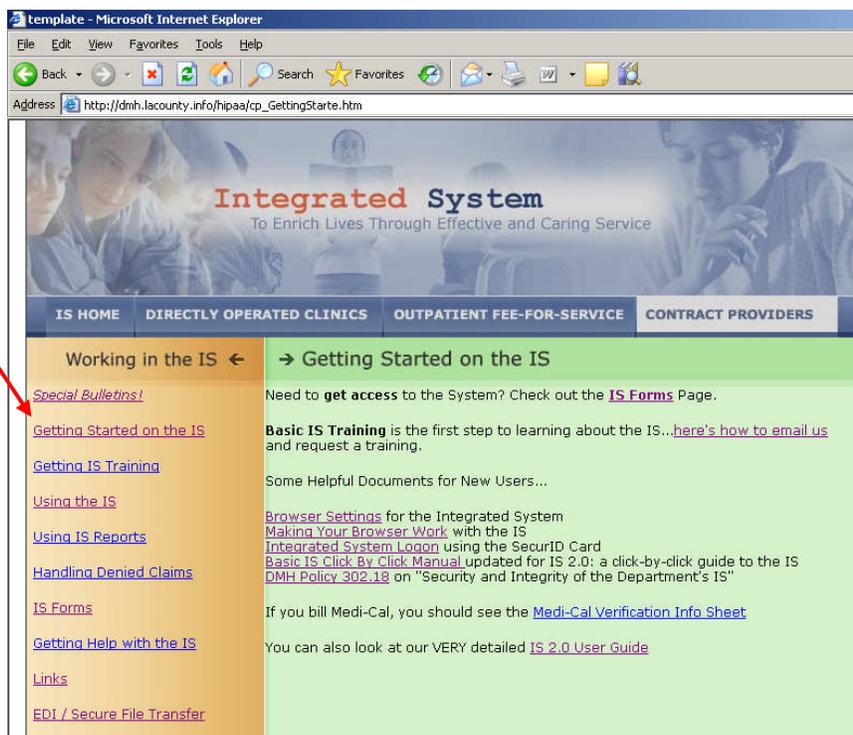
(a) Click on the **“Integrated System”** tab to log into the Integrated System. Each person logging in must have appropriate security roles and access permission.

(b) For **FFS2**, click on the **“Outpatient Fee-For-Service”** tab.

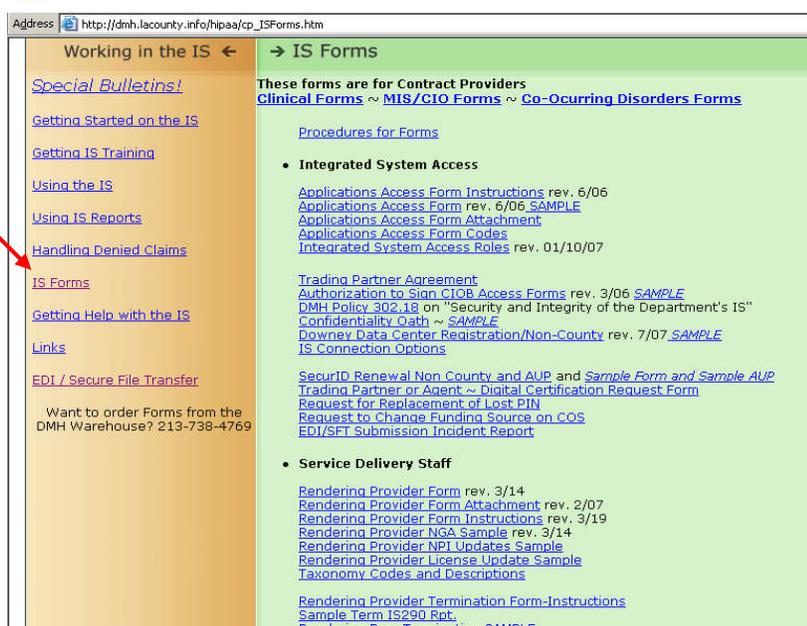
(c) For **Contract Providers**, click on the **“Contract Providers”** Tab

The screenshot displays the Integrated System (IS) home page. At the top, there is a navigation bar with four tabs: "IS HOME", "DIRECTLY OPERATED CLINICS", "OUTPATIENT FEE-FOR-SERVICE", and "CONTRACT PROVIDERS". Below the navigation bar, the page is divided into two main sections. The left section is titled "Working in the IS" and contains a list of links: "Special Bulletins!", "Getting Started on the IS", "Getting IS Training", "Using the IS", "Using IS Reports", "Handling Denied Claims", "IS Forms", "Getting Help with the IS", "Links", and "Secure File Transfer". The right section is titled "Welcome, Fee For Service Providers!" and contains a list of links: "Special Bulletins!", "Getting Started on the IS", "Getting IS Training", "Using the IS", "Using IS Reports", "Handling Denied Claims", "IS Forms", "Getting Help with the IS", and "CPTP". A red arrow points from the "Integrated System" tab to the "Special Bulletins!" link in the left section. Another red arrow points from the "Outpatient Fee-For-Service" tab to the "Getting Started on the IS" link in the right section. A third red arrow points from the "Contract Providers" tab to the "Getting Started on the IS" link in the right section.

- For new providers, please begin by visiting the **Getting Started on the IS** link for instructions to get set up on the Integrated System.



- To get started, click open the **IS Forms** link to obtain the appropriate and required forms for access to the IS System (see list of forms below).

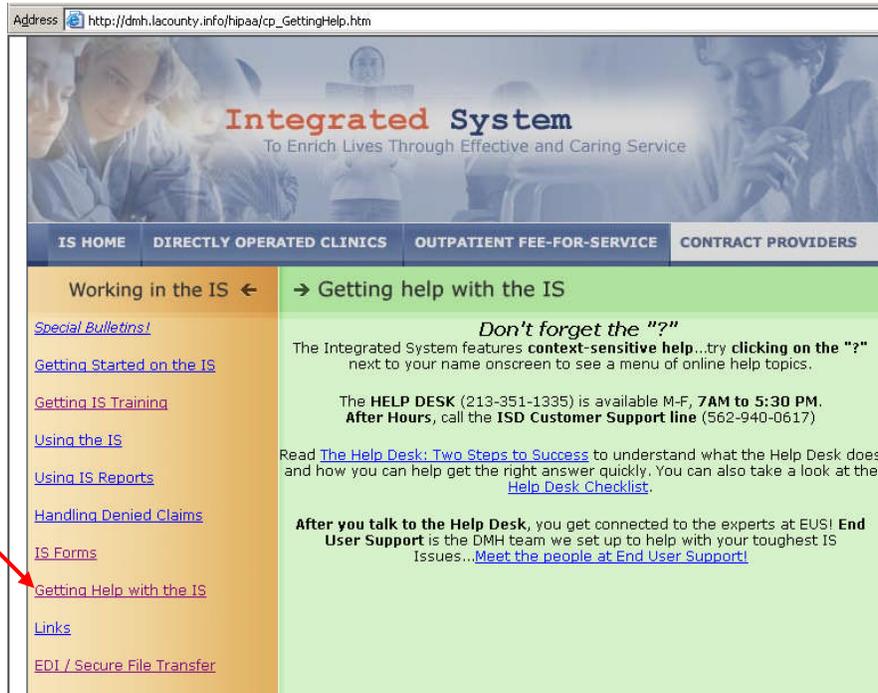


<b>Integrated System Access Forms:</b>
<input type="checkbox"/> Authorization to Sign CIOB Access Forms
<input type="checkbox"/> Applications Access Form (Instructions & Sample are available as links)
<input type="checkbox"/> Applications Access Form Attachment
<input type="checkbox"/> Integrated System Access Roles
<input type="checkbox"/> Confidentiality Oath
<b>Network Access Forms (for Contractor/Vendor):</b>
<input type="checkbox"/> Downey Data Center Registration/Non-County *
<input type="checkbox"/> SecurID Renewal Non-County *
* Sample form also available on website's "IS Forms" link
<b>Service Delivery Staff Forms:</b>
<input type="checkbox"/> Rendering Provider Form (Instructions & Sample are available as links)
<input type="checkbox"/> Rendering Provider Form Attachment

- For IS training, click open the **Getting IS Training** link for information and schedule of training for new users; or open the **EDI/Secure File Transfer** link or the **EDI** page to obtain the **"Basic IS Manual for EDI User"** at the following link:

<http://dmh.lacounty.info/hipaa/downloads/BasicISEDUserGuidev.3.2.pdf>

- For help using the Integrated System, please open the **Getting Help with the IS** link for further assistance.



- To enroll in EDI, go to the **EDI/Secure File Transfer** page (left window pane) or the **EDI** page to obtain related documents and to complete the required **Forms** (see list below) at the following link:

[http://dmh.lacounty.info/hipaa/downloads/EDIRegistrationPacket\\_v1.2\\_080910kb.pdf](http://dmh.lacounty.info/hipaa/downloads/EDIRegistrationPacket_v1.2_080910kb.pdf)

**EDI Enrollment Forms:**

**EDI Agreement** – specify the type of transaction a legal entity contractor of FFS2 provider will send and receive via EDI.

**Electronic Trading Partner Agreement & Electronic Trading Partner Information** – a written agreement between DMH and trading partner to exchange information and data electronically.

**Trading Partner Agent Authorization** – an agreement between DMH and trading partner acknowledging a designated agent with authorization to submit and receive data transmissions.

**Trading Partner or Agent Digital Certification Request** – a request by a trading partner or its agents for a Digital Certificate.

**Legal Entity Data Extract Request** – a request by a contract agency to gain access to DMH Secure Internet File Transfer (S.I.F.T).