



Provider Electronic Solutions Trading Partner Testing Packet

Information in this ForwardHealth Provider Electronic Solutions (PES) Trading Partner Testing Packet is provided to PES trading partners who intend to exchange electronic health care transactions with ForwardHealth interChange using the PES claims submission software.

Provider Electronic Solutions Trading Partners

ForwardHealth interChange is a transaction processing system being used by ForwardHealth. PES trading partners are individuals and entities that exchange data with ForwardHealth using the free Health Insurance Portability and Accountability Act of 1996 (HIPAA)-compliant PES claims submission software. All entities that currently exchange data using the PES software with ForwardHealth will be required to register and test with this system. This applies to any or all of the following programs: BadgerCare Plus, SeniorCare, Wisconsin Chronic Disease Program, Wisconsin Medicaid, and Wisconsin Well Women Program.

To begin exchanging information with ForwardHealth interChange, all PES trading partners are required to complete a Trading Partner Profile, F-13043, at www.forwardhealth.wi.gov/.

Upon successful completion of the Trading Partner Profile, a trading partner will receive a nine-digit Trading Partner ID. In addition, PES trading partners will receive a separate letter with a nine-character personal identification number (PIN) and instructions on how to set up a portal account.

Once the account is set up, PES trading partners can begin the testing phase for ForwardHealth interChange.

Testing for PES Trading Partners

PES trading partners are required to follow these steps to become authorized to use ForwardHealth interChange:

1. Complete a Trading Partner Profile online through the Portal at www.forwardhealth.wi.gov/. At the end of the Trading Partner Profile process the trading partner will be asked to agree to the terms of the Trading Partner Agreement. Please read through the Trading Partner Agreement — the document can be downloaded to your desk top. The trading partner agrees to the Trading Partner Agreement by entering their name and email address. Once the Trading Partner Profile has been completed and Trading Partner Agreement accepted, the trading partner will be assigned a nine-digit Trading Partner ID. In addition, trading partners will receive a separate letter with a unique nine-character PIN with instructions on how to set up an account.
2. Register as an EDI user by establishing an account at www.forwardhealth.wi.gov/. The Trading Partner ID and PIN will be required to set up a secure account prior to exchanging transactions. While creating an EDI user account you will be asked to agree to the terms of the Electronic Use Agreement. After reading through the Trading Partner Electronic Use Agreement you agree to it by clicking on the “I Agree” box.
3. Download version 3.0 of the PES software prior to testing. For information regarding downloading the PES software, refer to the Wisconsin Provider Electronic Solutions Manual found on the ForwardHealth Portal at www.forwardhealth.wi.gov/.
4. Open PES and click Tools > Options and click in the Trading Partner ID field to add the newly created ForwardHealth interChange username and password in the Weblogon ID and Webpassword fields, respectively.
5. Click Tools > Options > Web tab and select “T — Test” from the drop-down list in the Environment Indicator field.
6. Create one test claim for each of the submission types (837 Health Care Claim: Dental [837D], 837 Health Care Claim: Institutional [837I], or 837 Health Care Claim: Professional [837P]) the trading partner’s organization uses. To test connectivity with ForwardHealth interChange, submit the claim(s) to ForwardHealth. For more information on PES claim submission, refer to the Wisconsin Provider Electronic Solutions Manual found on the ForwardHealth Portal at www.forwardhealth.wi.gov/.
7. Download a Functional Acknowledgement (999) for the test claim(s) submitted. If the trading partner does not receive a 999 indicating the file was accepted or receives an Interchange Acknowledgement (TA1) file rejection, the trading partner will not be authorized for ForwardHealth interChange and must retest until an “accepted” 999 is received.

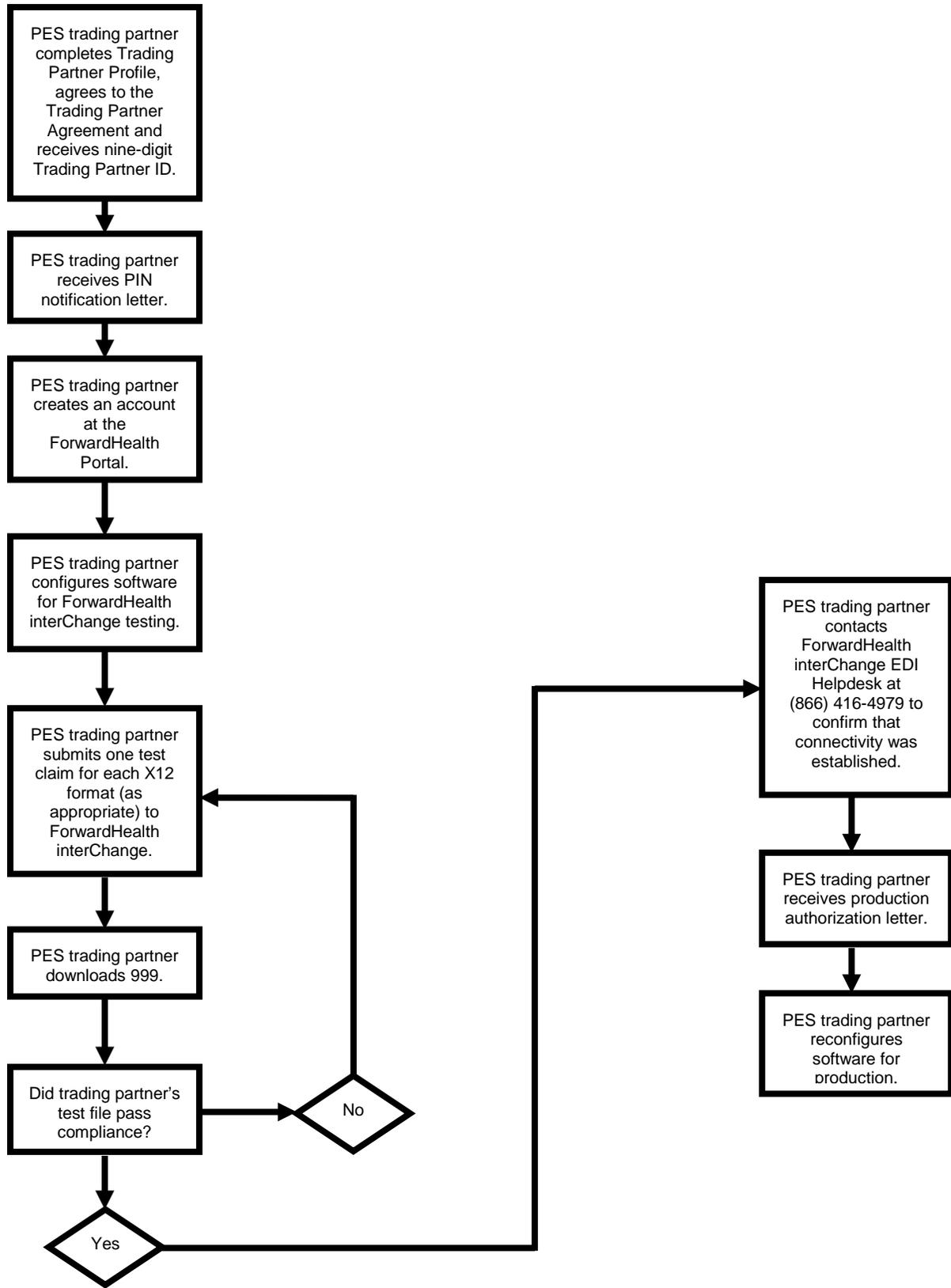
Download the 999 through the normal process. The 999 is available within two hours of a successful transmission. If the trading partner does not receive a 999 or a TA1, contact the EDI Helpdesk at (866) 416-4979 for assistance.

Once the file is downloaded, go to Communication > View Batch Response to confirm that the transaction was accepted.

Contact the EDI Helpdesk at (866) 416-4979 to report that the PES trading partner has received an “accepted” 999 and can connect successfully to ForwardHealth interChange. PES trading partners will receive a production authorization letter notifying them that the transaction sets for which they tested are approved. Production transactions will be accepted on and after October 15, 2011. Production transactions submitted prior to October 16, 2011, will not be processed and will need to be resubmitted after October 15, 2011.

8. PES trading partners will need to change the environment indicator field from Test to Production. Open PES, click Tools > Options > Web tab, and change the Environment Indicator field to "P — Production".

PES Trading Partner Testing Flowchart



Testing Checklist

Use the following checklist to track completion of the requirements for PES Trading Partner testing.

Complete?	Testing Requirement
Documentation Completion	
<input type="checkbox"/>	Complete Trading Partner Profile, agree to Trading Partner Agreement and receive nine-digit Trading Partner ID.
<input type="checkbox"/>	Receive letter containing PIN.
Registration	
<input type="checkbox"/>	Complete EDI user registration by setting up a Portal account at www.forwardhealth.wi.gov/ .
Update PES Software	
<input type="checkbox"/>	Update PES software to latest release from www.forwardhealth.wi.gov/ .
<input type="checkbox"/>	Modify PES software for accessing new www.forwardhealth.wi.gov/ user account.
<input type="checkbox"/>	Modify PES software for testing on www.forwardhealth.wi.gov/ .
Testing	
Submit test file(s) to www.forwardhealth.wi.gov/ for <i>applicable</i> transaction(s):	
<input type="checkbox"/>	005010X224A2 — Health Care Claim: Dental (837D).
<input type="checkbox"/>	005010X223A2 — Health Care Claim: Institutional (837I).
<input type="checkbox"/>	005010X222A1 — Health Care Claim: Professional (837P).
Acceptance	
<input type="checkbox"/>	Download a 999 for each of the applicable test claims submitted.
Communication	
<input type="checkbox"/>	Contact the ForwardHealth interChange EDI Helpdesk at (866) 416-4979 to verify that testing was successful.
<input type="checkbox"/>	Receive a letter indicating authorization to exchange data through ForwardHealth interChange.
Reset PES Configuration for Production	
<input type="checkbox"/>	Modify PES software to submit 5010 production transactions.

Frequently Asked Questions

I am a provider exchanging transactions directly with ForwardHealth through the PES software. Do I need to complete the Trading Partner Profile?

Yes. Entities exchanging data directly with ForwardHealth are required to complete the Trading Partner Profile.

I am a third-party (billing service/clearinghouse) who submits directly to ForwardHealth through my own software. Do I need to complete the Trading Partner Profile?

Yes. Entities exchanging data directly with ForwardHealth are required to complete the Trading Partner Profile.

I am a provider who wishes to authorize a third-party vendor to receive my 835 Health Care Claim Payment/Advice (835). Do I need to complete any documentation?

Yes. Providers who wish to authorize a third party to receive the 835 will be required to complete the Trading Partner 835 Designation form, F-13393, available electronically (or on paper, upon request). On the Trading Partner 835 Designation form, the provider designates who is authorized to download the 835 information.

I am a provider who wishes to receive the 835. Do I need to complete any documentation?

Yes. Providers who wish to receive the 835 will be required to complete the Trading Partner Profile.

Providers should then complete a Trading Partner 835 Designation for each separate provider certification, indicating their own Trading Partner identification number as the designee.

I am currently not a PES trading partner but would like more information about PES. Where can I go to find out more information?

Please refer to the Wisconsin Provider Electronic Solutions Manual found on the ForwardHealth Portal at www.forwardhealth.wi.gov/.



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