

*West Virginia Trading Partner Account
Electronic Data Interchange (EDI) File Exchange User Guide*

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¹ 45 CFR Parts 160 and 164, Standards for Privacy of Individually Identifiable Health Information; Final Rule

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1. Introduction

This user guide describes how to search, retrieve, upload, and download various files such as finance reports and archive reports. The Health PAS portal contains Protected Health Information (PHI). Providers are required to become a registered trading partner to view and submit healthcare information. Once the provider becomes a registered trading partner, they are bound by the Health Insurance Portability and Accountability Act (HIPAA).

2. Logging Into the Trading Partner Agreement Account

- To log into the Trading Partner Agreement (TPA) account, select the **Sign In** link in the upper right hand corner of the DXC Technology Web portal found at www.wvmmis.com. First time users should refer to the [West Virginia Trading Partner Account Registration User Guide](#). Refer to **Figure 2-1**.



Figure 2-1: Provider Sign In

2. Enter the **Username** and **Password** associated with the trading partner account.
3. Select the **“I have read and accept HIPAA PHI privacy policy”** radio button each time you sign on to your account. *Refer to Figure 2-2.*

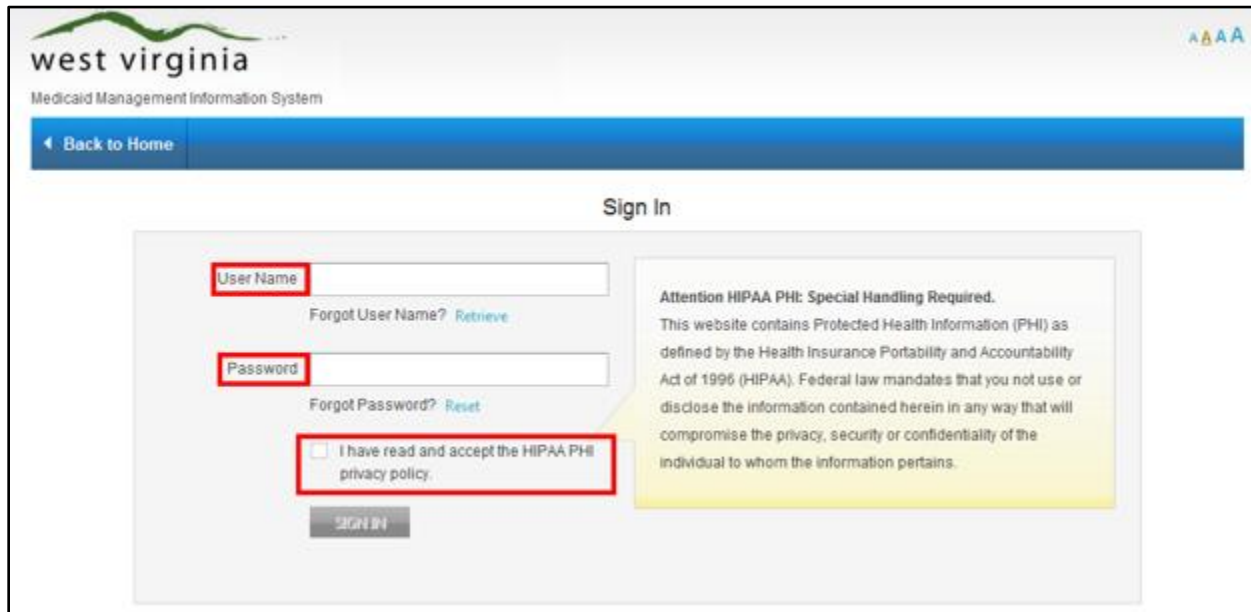


Figure 2-2: Username and Password

3. File Exchange

This section of the DXC Technology Web Portal provides information on the electronic exchange. File Exchange is the submission (upload) of X12 HIPAA-compliant files through the web portal and the retrieval (download) of X12 HIPAA-compliant responses. File Exchange also stores reports, alerts, and correspondence media (e.g., letters, email, etc.) which can be used by clearinghouses, billing agents, and providers.

1. Click the **File Exchange** tab in the navigation pane and the list will expand.
2. Click **Reports** link and the list of reports will expand. Refer to **Figure 3-1**.

Information regarding reports can be found in [West Virginia Trading Partner Account Remittance Advice Reports Guide](#).



Figure 3-1: File Exchange in the Navigation Pane

3.1 X12 Upload

All trading partners must have the permission to submit production EDI transactions. Settings are located in the **Account Maintenance** tab.

Refer to the [Companion Guide](#) link in the **Reference Materials** tab under **Useful Links**.

3.2 Retrieving 835 Files

1. Review the X12 Responses section under the **File Exchange** tab. Refer to **Figure 3-2**.

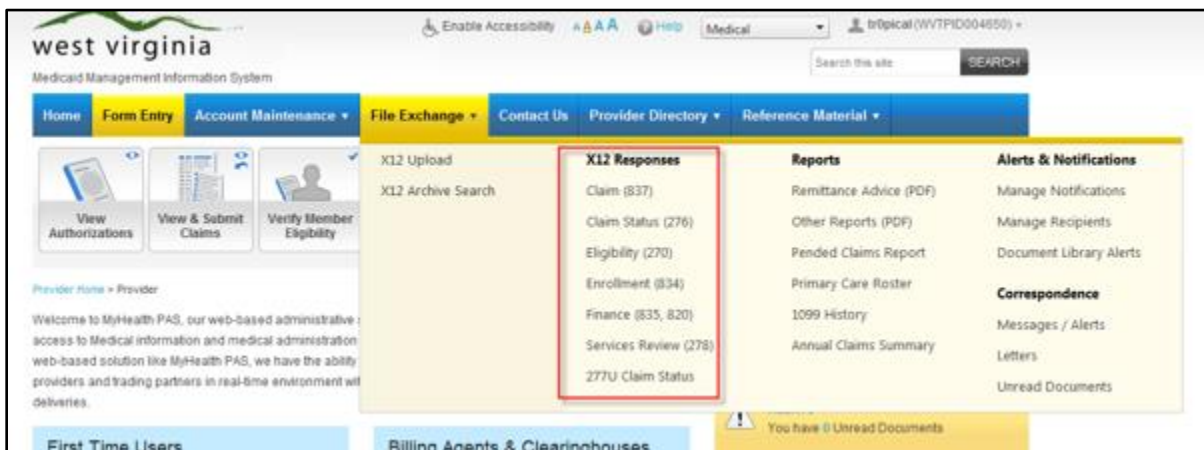


Figure 3-2: Responses Link

2. Click Finance (835,820) link. Refer to **Figure 3-3**.

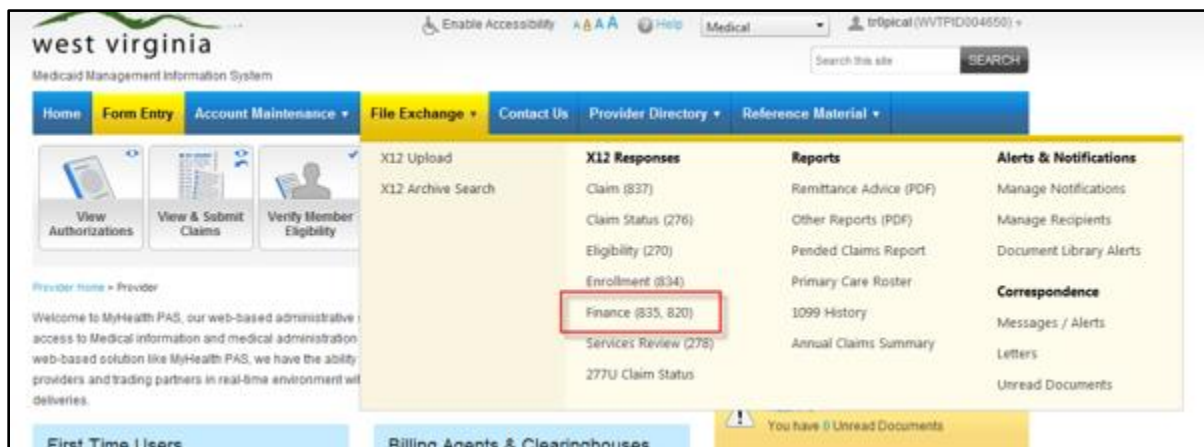


Figure 3-3: Finance (835, 820) Link

A list of available 835s will be posted.

Note: The 820 transaction is not currently supported across the West Virginia (WV) Medicaid community through the WV Medicaid Management Information System (MMIS) online portal at this time, but will be available at a future date.

- Click within the check box of the **835** to begin the download process. Refer to **Figure 3-4**.

Finance (835, 820)

SEARCH

Total Maximum of 500 records returned; please refine search criteria.

Select All <input type="checkbox"/>	Provider	Check EFT	Payments	Pay Date	Transaction	FileID	Environment(s)
<input type="checkbox"/>	1881698439	1013744188	34.81	05/06/2014	835	28926068	Med
<input type="checkbox"/>	1295959799	MDGO3445681	1666.10	01/26/2015	835	28834749	Med
<input checked="" type="checkbox"/>	1326273228	MDGO3446049	1959.83	01/26/2015	835	28834736	Med
<input checked="" type="checkbox"/>	1659367068	MDGO3445996	6.07	01/26/2015	835	28834715	Med
<input type="checkbox"/>	1942486766	MDGO3445699	123.90	01/26/2015	835	28834711	Med
<input type="checkbox"/>	1083612907	MDGO3445680	400.30	01/26/2015	835	28834687	Med
<input type="checkbox"/>	1073512414	MDGO3445600	9658.10	01/26/2015	835	28834685	Med

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DOWNLOAD SELECTED VIEW ZIP FILE REQUESTS

Figure 3-4: File Selection

- The user will be prompted to provide a description for the downloaded ZIP file; click **NEXT**. Refer to **Figure 3-5**.

Finance (835, 820)

SEARCH

Please provide a description for your file request. Your request will be processed as soon as possible.
A ZIP file containing the requested files will be available in the document request download area within 30 minutes

Description Test

NEXT CANCEL EXIT

Figure 3-5: Description of File

- The request will be processed and the user will click the download request hyperlink to access the list of files selected to download. Refer to **Figure 3-6**.

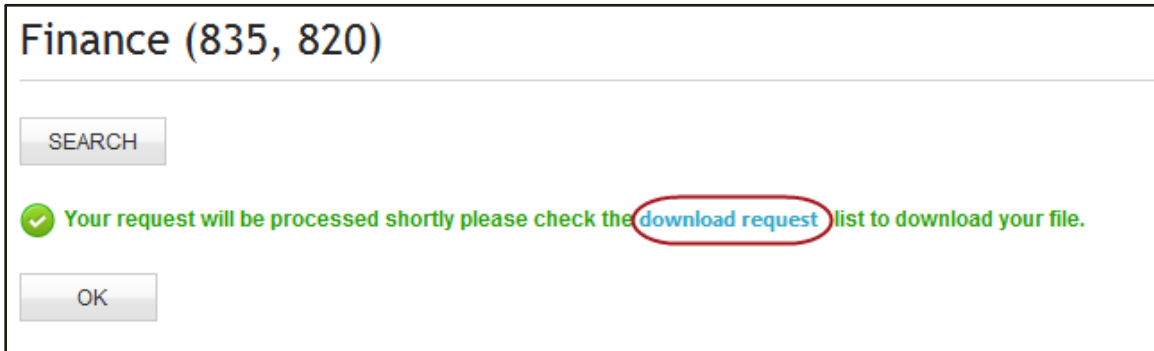


Figure 3-6: Download Request Hyperlink

- The search results are returned. Select the file description name to continue the download process. Refer to **Figure 3-7**.

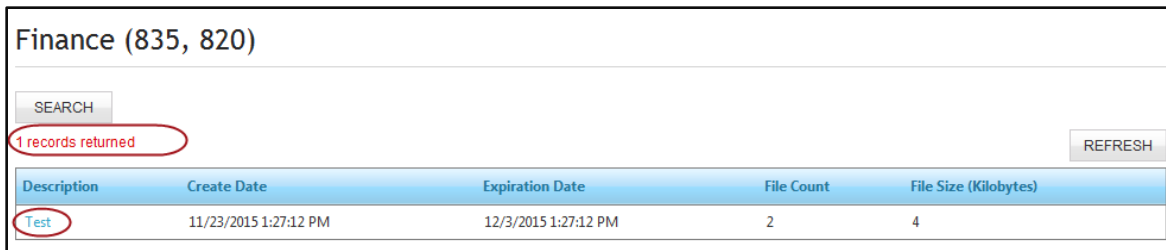


Figure 3-7: Search Results

- The user can either Open or Save the downloaded file. Refer to **Figure 3-8**.

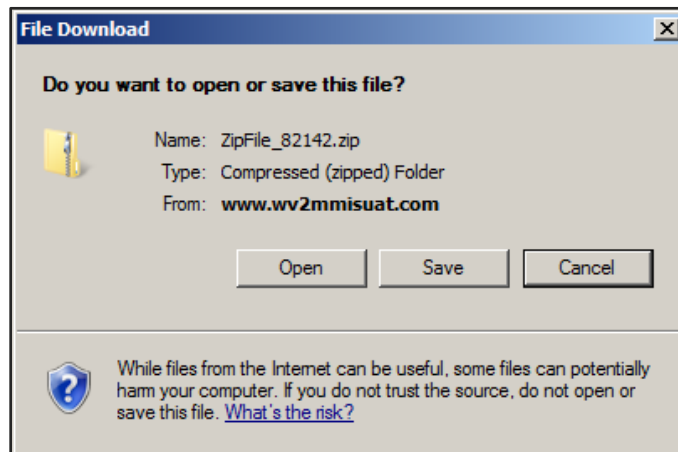


Figure 3-8: File Download

- To search for specific records, select the **Search** function. The Search screen allows entry of a check number, put Provider Identification (ID) in Provider field, enter the Payment Date, and/or the Transaction Type. Refer to **Figure 3-9**.

Figure 3-9: Search Options

3.3 Archive Search

The **Archive Search** provides a method to search for, display, and retrieve responses to inbound X12 transactions, reports, and outbound only X12 files such as 835s directly from the EDI Transaction Archive. Transactions are maintained online for two years and transferred to tape. To retrieve records older than two years contact DXC Technology’s EDI department by phone at 1-888-483-0793 Monday through Friday Eastern Standard Time or by email at EDIHelpdesk@molinahealthcare.com.

To perform a search follow these steps:

- Click **Archive Search** in the **File Exchange** tab. Refer to **Figure 3-10**.

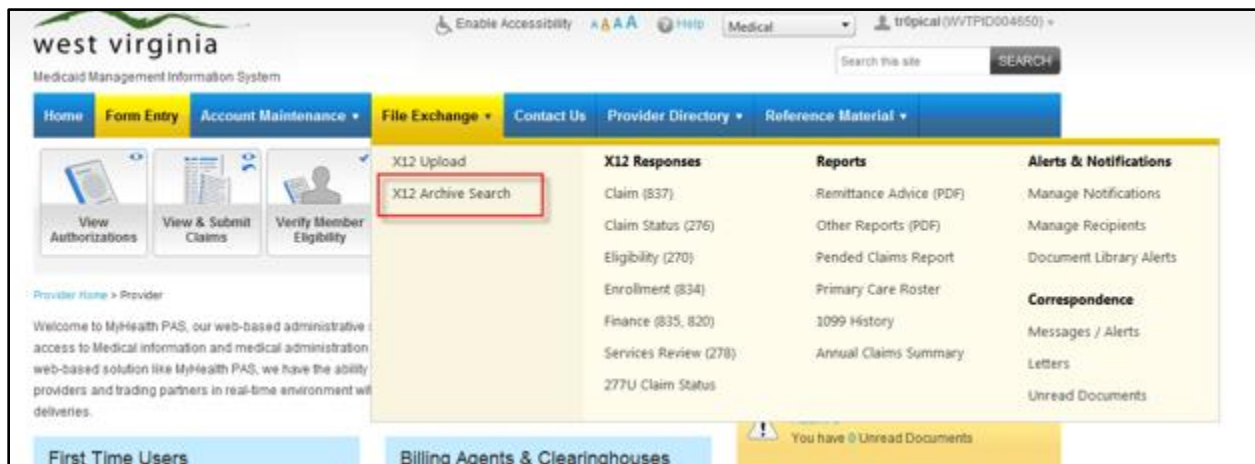
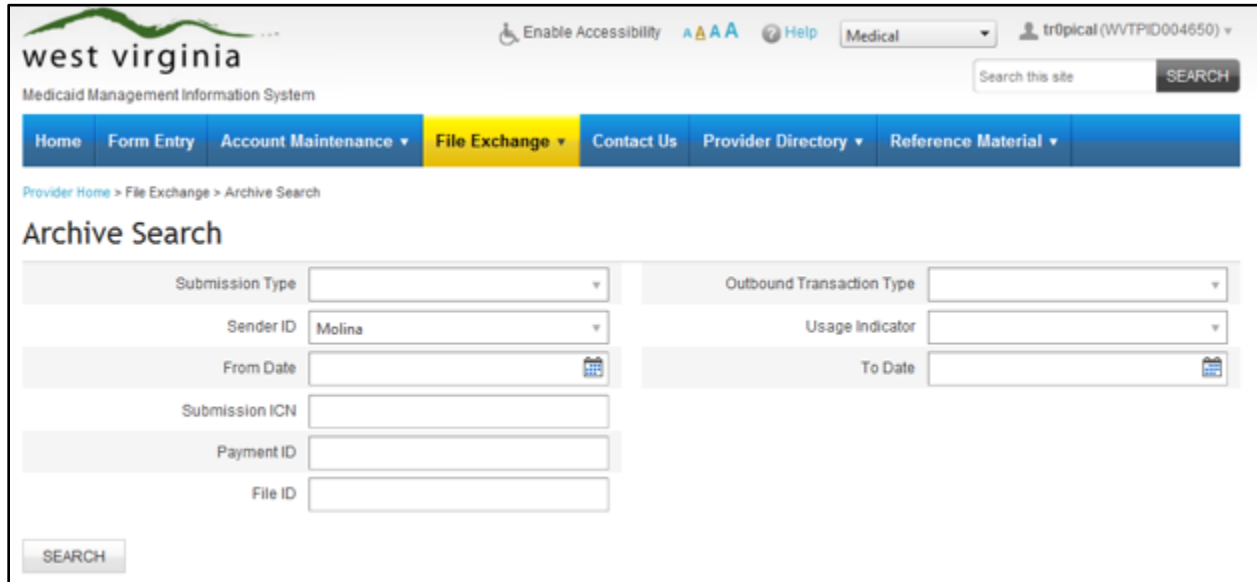


Figure 3-10: Navigation to Archive Search

2. Use the Archive Search screen, to enter as much information as possible to facilitate the search. The search is limited to a three-month window per search to reduce the impact on various systems. *Refer to Figure 3-11.*



The screenshot shows the 'Archive Search' page in the West Virginia Medicaid Management Information System. The page has a header with the 'west virginia' logo and 'Medicaid Management Information System' text. A navigation bar includes links for Home, Form Entry, Account Maintenance, File Exchange (highlighted), Contact Us, Provider Directory, and Reference Material. Below the navigation bar, the breadcrumb trail reads 'Provider Home > File Exchange > Archive Search'. The main content area is titled 'Archive Search' and contains a form with the following fields:

- Submission Type (dropdown menu)
- Outbound Transaction Type (dropdown menu)
- Sender ID (dropdown menu, currently set to 'Molina')
- Usage Indicator (dropdown menu)
- From Date (text input with a calendar icon)
- To Date (text input with a calendar icon)
- Submission ICN (text input)
- Payment ID (text input)
- File ID (text input)

A 'SEARCH' button is located at the bottom left of the form area.

Figure 3-11: Archive Search

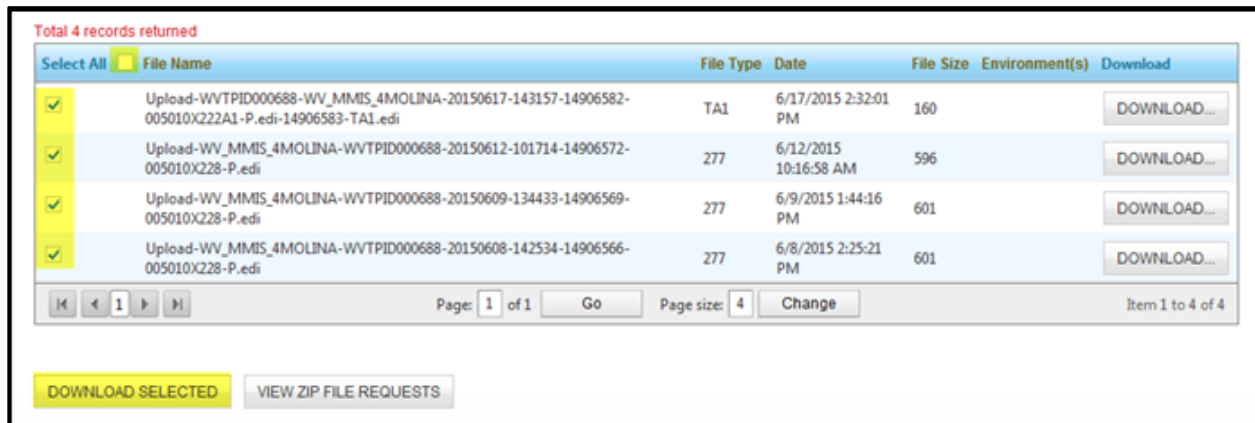
The search page contains the following fields:

- **Submission Type** (Inbound Transaction Type) – *Refer to Figure 3-2.*
- **Outbound Transaction Type** - Drop-down menu includes:
 - TA1
 - 999
 - 824
 - BRR
 - 271
 - 277CA
 - 277U
 - 277
 - 278
 - 820
 - 834
 - 835/Remittance Advice

- **Sender ID** - Drop-down menu includes:
 - DXC
- **Usage Indicator** Drop-down menu includes:
 - Production
 - Test: To successfully test the submission of files before submitting the files in the Production Environment
- **Date Range** (Limited to three months per search, format: MM/DD/YYYY):
 - From
 - To
- **Submission** (Inbound) Interchange Control Number (**ICN**) (nine-digits numeric)
- **Payment ID** (Check number or Electronic Funds Transfer (EFT) Authorization Code for 835s and 820s)
- **File ID** (Numeric; DXC Technology assigns a unique ID to all inbound and outbound transactions including X12 and reports; this ID will be used by the Help Desk to locate the file)

The results of the **Archive Search** are displayed in spreadsheet view. Select **Search** once all the parameters have been selected.

3. To download either a single file or multiple files, click the appropriate check box in the search response display.
4. Click the **Download** button to initiate the transfer of a single .zip (dot zip) file containing the file(s) selected. Refer to **Figure 3-12**: Downloading the Transaction File
5. .



Select All	File Name	File Type	Date	File Size	Environment(s)	Download
<input checked="" type="checkbox"/>	Upload-WVTPID000688-WV_MMIS_4MOLINA-20150617-143157-14906582-005010X222A1-P.edi-14906583-TA1.edi	TA1	6/17/2015 2:32:01 PM	160		DOWNLOAD...
<input checked="" type="checkbox"/>	Upload-WV_MMIS_4MOLINA-WVTPID000688-20150612-101714-14906572-005010X228-P.edi	277	6/12/2015 10:16:58 AM	596		DOWNLOAD...
<input checked="" type="checkbox"/>	Upload-WV_MMIS_4MOLINA-WVTPID000688-20150609-134433-14906569-005010X228-P.edi	277	6/9/2015 1:44:16 PM	601		DOWNLOAD...
<input checked="" type="checkbox"/>	Upload-WV_MMIS_4MOLINA-WVTPID000688-20150608-142534-14906566-005010X228-P.edi	277	6/8/2015 2:25:21 PM	601		DOWNLOAD...

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DOWNLOAD SELECTED VIEW ZIP FILE REQUESTS

Figure 3-12: Downloading the Transaction File

Note: Transactions are archived in offline storage for ten years. Requests for offline storage items may be made through the Technical Services Help Desk at (888) 483-0793, Option 6.

3.4 Responses

To access the response EDI transactions, review the types of X12 response you may need from the **X12 Responses** area.

1. Click the **File Exchange** tab in the navigation pane.
2. Click the applicable **X12 Responses** link to see to begin your search. Refer to **Figure 3-13**.

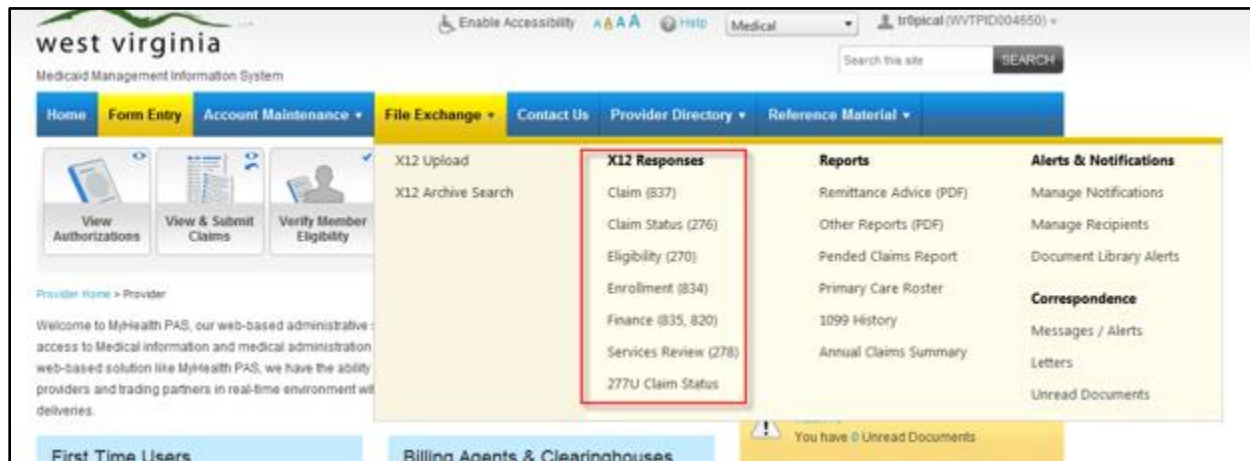


Figure 3-13: X12 Responses

The X12 **Responses** menu contains:

- Claim (837)
 - Claim Status (276)
 - Eligibility (270)
 - Enrollment (834)
 - Finance (835, 820)
 - Services Review (278)
 - 227U Claim Status
3. Click on any of these items under **X12 Responses** to view a list of recent file transactions. **Figure 3-14** shows a portion of the list for **Claim (837)** responses. In this example, the user clicked on the **Claims (837)** link which displayed a list of recent submissions.
 4. If you click on the header of a column it generates a sort of the whole array using that column as the key value. The first time the header is clicked, the list will sort by smallest to greatest. If the header is clicked again, the list will sort by the greatest to smallest.
 5. Click the **Download All...** button to download all the files in that row.

6. Click the **individual file hyperlink** to download the single file.
7. To perform another search task, click the **Search** button.

Provider Home > File Exchange > Claims (837)

Claims (837)

SEARCH Download Button

Total 43 records returned

Submission File Name	Submission Date	ICN	Usage Indicator	TA1	277CA	999	824	BRR	Environment(s)	Action
NO COB Test1.txt	12/2/2014 11:50:59 AM	143360721	P			22503486				DOWNLOAD ALL...
NO COB Test1.txt-1424787	12/2/2014 10:24:19 AM	143360721	P			22503483				DOWNLOAD ALL...
ALM 3141 SIT VALIDATION_TA1.txt-1422234	11/25/2014 2:29:39 PM	143291123	P	22503477		22503480				DOWNLOAD ALL...
Hospice File Test.txt	11/21/2014 3:11:21 PM	143251104	P		22503470	22503469	22503467	22503468		DOWNLOAD ALL...
Hospice File Test.txt-1420460	11/21/2014 2:54:54 PM	143251103	P	22503461						DOWNLOAD ALL...
Inpatient_First Initial_CTP.txt-1419956	11/20/2014 1:33:13 PM	143241027	P		22503458	22503456				DOWNLOAD ALL...
WVTPID004277_WVDDI_837D_TPL_Test2.txt-1419910	11/20/2014 8:37:58 AM	013176022	P	22503451	22503454	22503453				DOWNLOAD ALL...
JNProfessional.txt-1419548	11/19/2014 1:30:02 PM	143230758	P		22503430	22503428				DOWNLOAD ALL...
JohnsProf1.txt-1419004	11/18/2014 11:40:30 AM	143220828	P		22503418	22503414				DOWNLOAD ALL...
WVTPID004277_WVDDI_837D_TPL_Test2.txt-1416829	11/17/2014 4:19:02 PM	013176021	P	22503393	22503417	22503394				DOWNLOAD ALL...

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Figure 3-14: Claims (837) Responses

Appendix A. Acronyms and Abbreviations

Acronyms and Abbreviations	Definition
277CA	Claim status transaction report. Reflects accepted claims.
270/271 (ANSI X12N)	The HIPAA named transaction between a provider and a health plan or between two health plans to determine eligibility for health plan benefits. The 270 transaction is submitted and the 271 transaction returns the eligibility information.
276/277 (ANSI X12N)	The HIPAA required transaction to inquire as to the status of a previously submitted claim. The 276 makes the inquiry and the 277 is the response from the health plan.
278 (ANSI X12N)	The HIPAA required transaction to request prior authorization or referral and receive such authorization.
820 (ANSI X12N)	The HIPAA required transaction to make premium payments.
824 (ANSI X12N)	Transaction denial report in code. Report will only post when there is a transaction error in file.
834 (ANSI X12N)	The HIPAA required transaction to enroll individuals in a health plan.
835 (ANSI X12N)	The HIPAA required transaction to send healthcare claim payment and remittance advice.
837 (ANSI X12N)	The HIPAA required transactions to submit Health Care claims or equivalent encounters. There are three versions of the 837, Institutional, Professional, and Dental.
999 (ANSI X12N)	Functional acknowledgment is always produced as record of transaction. This can contain partial/full rejections and indicate the file is fully accepted.
BRR	Business Rejection Report
CFR	Code of Federal Regulations
EDI	Electronic Data Interchange
EFT	Electronic Funds Transfer
HIPAA	Health Insurance Portability and Accountability Act
ICN	Internal Control Number
ID	Identifier/Identification
MMIS	Medicaid Management Information System

Acronyms and Abbreviations	Definition
PHI	Protected Health Information
TA1	Interchange Acknowledgement - stipulating receipt of EDI file.
WV	West Virginia
X12	Standard that regulates the electronic transmission of certain health care transactions.

End of Documentation