

## ADP 837P Testing Guidelines

### 1.0 HIPAA TESTING AND CERTIFICATION

ADP has established a testing procedure designed to ensure that each 837P claim file submitted by ADP's trading partners via the Information Technology Web Services (ITWS) portal will pass the HIPAA translator and Short-Doyle/Medi-Cal (SD/MC) system edits, be adjudicated successfully by the SD/MC system, and result in creation of the 835 Health Care Claim Payment/Advice Transaction (835). Each trading partner must successfully complete testing before submitting claims in production.

### 2.0 HIPAA TESTING PROCEDURE

The table below summarizes the documentation requirements to establish user access to submit DMC billings to, and access DMC claim data from ADP on the ITWS; this is required before beginning the testing process. Trading partners with staff already established to submit and receive ADP billing and claim data on ITWS may proceed directly to step 3. However, trading partners whose staff are authorized to submit and access ADP CalOMS data on the ITWS and/or to submit and access Department of Alcohol and Drug Programs (ADP) billings/claims or other data on ITWS must still complete Steps 1 and 2 to secure the appropriate access to ADP DMC data on ITWS.

DOCUMENTATION REQUIRED BY ADP	ENTITY REQUIRED TO SUBMIT DOCUMENTATION
Trading Partner Agreement (ADP's County/Direct Provider Approver Form, and/or Vendor Approver Form)	Counties billing for providers Direct provider billing directly to ADP Vendors billing on behalf of county or direct provider
ITWS Enrollment Request Form	Counties' authorized staff users Direct Providers' authorized staff users Vendors' staff accessing ITWS on behalf of county or direct provider.

Upon receipt and approval of these documents by ADP, the submitting trading partner will be notified by ITWS they are approved to send test transactions (following the process in Steps 3-8, below) as indicated on the Trading Partner Agreement.

#### Step 1: Submit Trading Partner Agreement to ADP.

The ADP Approver forms are available from the ITWS website at

[https://mhhitws.cahwnet.gov/docs/public/authforms\\_adp.asp](https://mhhitws.cahwnet.gov/docs/public/authforms_adp.asp)

#### Step 2: Obtain access to ITWS.

If you do not have an ITWS User Logon and Password yet, please download and read the Pre-Enrollment Guide, and then enroll through the new user enrollment process available on the ITWS website at <https://mhhitws.cahwnet.gov/>.

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If you are an existing ITWS user but do not have access to the SD/MC - ADP system, you will need to request an additional membership by logging on with current logon and password, and then under 'Utilities' menu, "Request Additional Membership".

Access to SD/MC - ADP on ITWS will be available once you have received approval of (new) User Enrollment or Additional Membership added via email (allow 3–5 working days). Questions regarding user access may be directed to the ITWS Helpdesk at <https://mhitws.cahwnet.gov/docs/public/contact.asp>.

### Step 3: Create an 837P test file.

The 837P claim test file is created per the same, basic transaction codes and guidelines in the ADP HIPAA Companion Guide. The exception is in the 'Usage Indicator', must be changed and coded as a 'T' (not a 'P') in the 'Interchange Control Header' Segment, and the 'Transmission Type Code' in the 'Transaction Type Identification' Segment.

ADP recommends that trading partners test their claims in two stages. Each stage involves completing Steps 3-10 for a single 837P claim file. In the first stage, the trading partner should submit a small HIPAA 837P test file with 10-20 records to verify that the file format is correct and compliant with the HIPAA rules and the ADP crosswalk.

In the second stage of testing, the trading partner should submit a test file similar in the number of claims, number of units and total billed (dollar) amount to the average production claim file. Once the claims test file has been processed and the adjudicated units and total billed amount are verified and validated as successful, the claims may then be submitted in production.

A minimum of two successful test files are required. Meeting this requirement is a two-step process:

1. Confirmation that the claim submitted is in HIPAA-compliant format and is successfully translated from the HIPAA 837P format to the SD/MC proprietary format.
2. After step one is successfully completed, the test claim file will be submitted to the SD/MC system for processing, and the resulting Explanation of Balances (EOB) will be posted to ITWS test site for access and download of the 835.

### Step 4: Zip and name your test file.

Each 837P claim file must be compressed and encrypted (password protected). Each zipped file may contain only one test 837P claim file.

- The naming convention is similar to that used in production. The test file must be named in the following format (note the "T" in place of the "P" used to identify production claims):

For counties submitting claim:

ADP\_SDM\_cc\_T\_837\_yyyyymm\_nn.TXT

For direct provider submitting claim:

ADP\_SDM\_pppp\_T\_837\_yyyyymm\_nn.TXT

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- The zipped/encrypted test file must be named according to the following format:

For counties submitting claim:

ADP\_SDM\_cc\_T\_837\_yyyymm\_nn.ZIP

For direct provider submitting claim:

ADP\_SDM\_pppp\_T\_837\_yyyymm\_nn.ZIP

- The password for zipping the file is the same as the one used currently in the production environment; there is no modification of format for test files.

For counties: CNTYcc.ADPKEY

For direct providers: PROVpppp.ADPKEY

Legend for ITWS File Name Format and Encryption Passwords (above)	
Code In Example	File Name should contain:
cc	County code (2 digit state county number)
pppp	Provider code (SD/MC Provider number)
yyymm	Year and month of service (e.g., 200707)
nn:	Sequential number of the claim file within the year and month of service; the range is 01 through 99.

### Step 5: Upload test data to ITWS.

Log into ITWS. From the Systems menu, select the Short-Doyle/Medi-Cal Claims - EOB (HIPAA Testing) system. (See the ITWS Virtual Tour for upload instructions.)

### Step 6: Pass HIPAA validation (Claredi) edits.

All test files must meet the testing requirements described in Section 1.2, above.

An 837P file successfully received by ITWS is validated for HIPAA compliance using Claredi. The 997 Functional Acknowledgement is posted on ITWS to provide the file status. The trading partner will receive an email message when the 997 is available.

If a Negative 997 is received, the errors must be corrected and the test file must then be resubmitted using the ITWS Processing Status screen (using RESUBMIT button); the Processing Status screen provides error details (click on the HIPAA Error Details button).

### Step 7: Pass translator validation edits.

An 837P that generates a Positive 997 will be sent to the translator; the file must pass translator edits before the SD/MC file for adjudication is created.

All claims in the 837P with translator errors must be corrected before the file can be resubmitted; it must also be submitted via the ITWS Processing Status screen using the RESUBMIT button. The submitting county or direct provider will receive an email notice when the claim file has been successfully validated by the translator.

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### **Step 8: Pass SD/MC adjudication edits**

Once HIPAA 837P test file has been successfully translated to the proprietary SD/MC format:

- ADP submits proprietary SD/MC test claim to batch processing in the test environment.
- The EOB file with test results is posted to the ITWS for download, or for request of the 835 Health Care Claim Payment/Advice.
- Trading Partners should validate the successful test results before submitting in production.