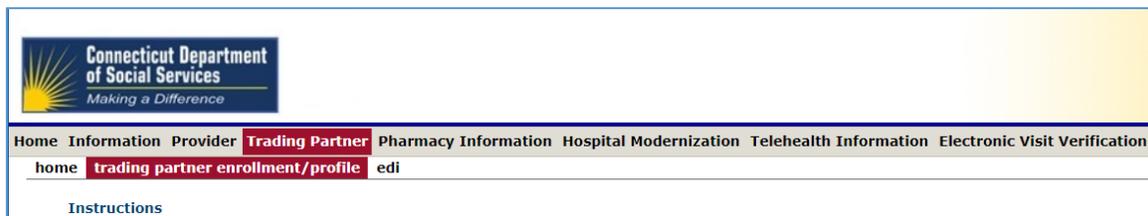


interChange Provider Important Message

Electronic Data InterChange (EDI) Transaction and Trading Partner Updates

The purpose of the Trading Partner Enrollment/Profile function on the Web www.ctdssmap.com is to allow **new** Trading Partners to submit their enrollment forms on-line and to allow **existing** Trading Partners to update their Trading Partner profiles for new transaction types or adding new covered provider's AVRS IDs.



Trading Partner Enrollment/Profile is located under Trading Partner menu.

New trading partners enroll from the public Web site. Existing Trading Partners must log into the secure Web portal using their Trading Partner Master User ID to make updates.

Connecticut Medicaid Providers and their authorized agents gain access to the Secure Web site by completing a Trading Partner Agreement and Trading Partner Profile on-line. The application data is screened on-line for required data elements and validation of associated provider identification (either NPI or non-medical provider identifier). Invalid applications are not allowed to be submitted. After the application is successfully submitted, the submitter can view, print or save the Trading Partner Agreement with the application data as a PDF file. Two system-generated letters are sent to a NEW Trading Partner, containing their Trading Partner ID, PIN, and instructions for completing their account set-up and certification process.

After the Trading Partner authorization test is completed by a successful upload of their test transaction(s), the Trading Partner receives a letter notifying them of their approval to begin submissions to the Production environment.

The Trading Partner ID number and PIN allow access to the Secure Web site, where the Trading Partner is able to configure the organization's access by creating individual user IDs which have specific permissions for access to Secure Web functions and specific provider information. The Trading Partner uses its administrative password to maintain the access of its individual users, and to

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update the Trading Partner profile. Trading Partners follow the same security process as the providers.

Within the Secure Web site, Trading Partners can download their own transaction submission reports, responses, and 835 remittance files of providers who have authorized the Trading Partner to receive them. A Trading Partner can also access eDelivered letters. The Trading Partner will access this self-service feature from the secure Web portal at www.ctdssmap.com.

Detailed instructions for completion of the on-line enrollment application can be found in Chapter 10 of the Provider Manual, available at www.ctdssmap.com by selecting Information > Publications and selecting the link to Chapter 10. Trading Partner Enrollment is in section 10.8, page 108.

Please note that a transaction set other than the default 999 Functional Acknowledgement must be selected when creating a new Trading Partner ID.

Existing Trading Partners

Only one Trading Partner Profile needs to be completed for each trading partner, even if the trading partner represents multiple providers. Billing providers that possess multiple Medicaid/AVRS ID numbers, or billing services and clearinghouses that exchange the electronic transactions on behalf of several billing providers need only return one profile form. An existing Trading Partner profile can be updated with additional covered providers by accessing the secure Web portal using their Trading Partner login ID and password. Accurate and timely completion of the profile form will prevent delays in testing and approval for production processing.

Questions may be directed to the Provider Assistance Center's EDI team at 1-800-842-8440, option 3.