#### ATTENTION ELECTRONIC BILLERS AND TRADING PARTNERS:

#### **Change to Electronic Data Interchange Requirements**

IMPORTANT NOTE: Providers, please verify that your clearinghouses/vendors that send your electronic files to CMAP are aware of this upcoming change and that the vendors have updated their contact information for their CMAP EDI trading partner Secure Portal ID.

On <u>March 31, 2025</u>, Gainwell Technologies in support of the Connecticut Medical Assistance Program (CMAP) will implement a new component of the system. CMAP uses EDI standards to verify the format of healthcare related information (for example, claims, payments, and eligibility) when it is shared between Trading Partners and CMAP.

After implementation, the new EDIaaS Translator will reject files for X12 noncompliance errors that were previously skipped. While the vast majority of submissions are compliant <u>the following are samples of common data errors</u> <u>for those that are not compliant and will result in rejection of transactions</u> <u>submitted to CMAP</u>, based on the ASC X12N EDI Implementation Guides for version 005010 and WEDI/SNIP Level 2. SNIP is the short name for WEDI SNIP (Workgroup for Electronic Data Interchange Strategic National Implementation Process). SNIP Validation refers to a series of constraints that can be applied to Electronic Data Interchange (EDI) documents to ensure the EDI data is HIPAAcompliant.

- Leading zeros appear in the Functional Group Control Number (GS-06).
- The transaction control number (ST-02 and SE-02) is not unique within a Functional Group.
- A "P.O. Box" reference appears in the billing provider address field. This includes addresses submitted with a street address followed by a P.O. Box (Loop 2010AA, Element N3-02).
- Spaces or dashes (-) appear in the N4-03 element when sending a ninedigit zip code.
- The Group Name (SBR-04) is included when Group or Policy Number (SBR-03) is sent in Loop 2320, Other Subscriber Information (SBR) segment.
- The Adjustment Amount (CAS-03) equals zero when submitting an Adjustment Segment (CAS) at the Claim (Loop 2320) or Service Line (Loop 2430) level.



Gainwell Technologies' EDI team will outreach to Trading Partners that are currently sending files that are experiencing identified compliance errors but not rejecting. However, that outreach is only successful if your Trading Partner contact information is current.

#### Updating Trading Partner contact information:

Step 1: Open the Public Web site: <a href="http://www.ctdssmap.com">www.ctdssmap.com</a>

Step 2: Log into Secure Web Account using your <u>Trading Partner Secure Web ID</u> and password that was created after your organization submitted your Trading <u>Partner Profile form</u> (not your AVRS/Medicaid ID Account).

Home Information Provider Trading Partner Pharmacy Information Hospital Modernization Telehealth Information Electronic Visit Verification home provider enrollment provider re-enrollment provider enrollment tracking provider matrix provider services provider search drug search p fingerprint criminal background check info e-mail subscription secure site

Please note: Not all providers will have a Trading Partner ID account, if you have a vendor that sends your electronic files the vendor would have this access.

Step 3: From the Trading Partner menu, click Trading Partner Enrollment/Profile.

Home Information Provider Trading Partner Pharmacy Information Hospital Modernization Telehealth Information Electronic Visit Verification

The Instruction panel, shown below must state that you have already submitted a TPP form as the portal recognizes that you have already enrolled. If you do not see the panel below -STOP you may have used the wrong User ID and Password to log in **or** you may not be enrolled as a Trading Partner.

- Our records indicate that you have already submitted a TPP form. Select "next" below to review the information in your TPP and update it if necessary.
- Personally identifiable information about providers is used for purposes directly related to health care program administration, such as determining the certification of providers or processing provider claims for minibursement. Failure to supply the information requested may result in denial of payment for the services.
- After completing the TPP, your organization's name will be listed for providers to see.
- Trading partners are required to complete a trading partner profile containing specific transaction and contact information as the first step in the Electronic Data Interchange (EDI) enrolment process. The EDI Department must receive and process the profile request before trading partners may begin testing.
- Please fax your profile request to: Gaineell Technologies EDI Assistance Center (877) 413-4421
   \*\*'IMPORTANT\*\* If your profile request is not received Gaineell Technologies will not be able to process your Trading Partner Profile.
- Only one TPP needs to be completed for each trading partner, even if the trading partner represents multiple providers. Bling providers that possess multiple billing provider numbers, or billing services and clearinghouses that exchange the electronic transactions on behalf of trading partners need only return one profile form. Accurate and timely completion of the profile form will prevent delays in testing and approval for production processing.



You should <u>not</u> see the screen below when making updates to an existing Trading Partner account. You may be logged in using your AVRS/Medicaid ID Secure Web Account <u>or</u> you are not a current Trading Partner. Your Trading Partner Login credentials are mailed in two letters upon completion of your Trading Partner Profile enrollment form. Those letters guide you to set up your Trading Partner Secure Web Account. If you need assistance with your Trading Partner login please contact the Provider Assistance Center at 1-800-842-8440.

- This form is intended for clearinghouses, billing services, and software companies seeking to become trading partners. If you already have received a trading partner ID, and wish to update your TPP, then you must first log in to your secure portal account.
- Personally identifiable information about providers is used for purposes directly related to health care program administration, such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested may result in denial of payment for the services.
- Trading partners are required to complete a trading partner profile containing specific transaction and contact information as the first step in the Electronic Data Interchange (EDI) enrollment process. The EDI Department must receive and process the profile request before trading partners may begin testing.
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## Step 4: Update the Trading Partner Information Panel with current contact information.

home trading partner enrollment/profile	di	
Instructions » Trading Partner Information	9	
Trading Partner Information		
Trading Partner Name*	CT MEDICAID TRADING PARTNER	
Address Line 1*	123 MAIN ST	
Address Line 2		
City*	HARTFORD	
State/Zip*	CT ∨ 06032 -	
Contact Name*	JANE DOE	
Contact Phone Number*	(555)123-4567 Ext.	
Authorized Representative Name*	BOB SMITH	



Step 5: The Trading Partner profile wizard will guide you to review all the pages of your Trading Partner profile including your Transaction Sets, Covered Providers, and Electronic Remittance Advice panels.

of Social Services Making a Difference			Tuesday, Feb
Home Information Provider Tra home trading partner enrollm		alth Information Electronic Visit Verification Trade Files Messages Account	
	er Information » Transaction Sets » Electronic Remittance Advice		
interesting of the starting of			
Signature			
Please read and indicate	e your acceptance of the legally required agreements below.		
and the second second			
Electronic Signature Agr	eement		
Accordingly, your signatu	nit the Trading Partner Enrollment application electronically. are on this application is electronic. By submitting this application	1	
	wledge that you understand that you electronic signature is binding our written signature, and that it is your intent to sign this record.		
See Conn. Gen. Stat. 1-2		•	
@ T have	e read, understand and accept the terms of this agreement.	A	
	not accept the terms of this agreement.		
	Entering your name in the	box below will constitute your electronic signature	
Your Signature"	and Country .		
Signed Date" 02/04/2	025		
		previous next	exit

Step 6: The Electronic Signature Agreement. Add your signature and click next and you will receive a Summary like the one below.

artner Information » Transaction Sets » El				
arther mormation # mansaction Sets # E	ectronic Remittance Advice			
<u> </u>				
	ready to submit. If any ch	hanges need to be made, please ma	ke them now by using this web site's	navigation links and command buttons
s submitted, a finalized, printable vers	on of the TPP will be availa	able for you to print.		
ly to submit your TPP, then select "sub-	nit".			
r	artner Profile has been completed and is navigation buttons). is submitted, a finalized, printable versi	artner Profile has been completed and is ready to submit. If any cl navigation buttons).	artner Profile has been completed and is ready to submit. If any changes need to be made, please ma navigation buttons). is submitted, a finalized, printable version of the TPP will be available for you to print.	artner Profile has been completed and is ready to submit. If any changes need to be made, please make them now by using this web site's navigation buttons). is submitted, a finalized, printable version of the TPP will be available for you to print.

Step 7: Click on Submit and you will receive confirmation that the profile has been updated successfully.

<i>•</i>	Confirmation
,	Four Trading Partner Profile has been updated. Retain this page for your records.
1	rading Partner ID: 2
	Print TPP.
	You may view, print, and save a copy of the TPP for your personal records.
	What's next?
	<ol> <li>Upon receiving your signed Trading Partner profile, a letter containing your Trading Partner Submitter ID and Personal Identification Number (PIN) for y to set up your secure portal account and authorized testing will be generated and mailed to the address below. Please refer to the Trading Partner\EDI\Required EDI HIPAA Testing on the web for testing protocol.</li> </ol>
	TestEDISupport
	1 street
	Hartford, CT 06104-2991
	2. Once logged on as a Trading Partner, you can designate a representative to access account information. These representatives are called clerks.
	<ol> <li>If you have several different accounts but want to designate the same clerk to access information from each one, you will have to grant rights to the cle under each separate PIN.</li> </ol>

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Note: Updated information entered will NOT be saved until all enrollment panels are reviewed and changes are submitted. Do not Exit until you have clicked Save/Submit on the final panel of the Trading Partner Profile.

For further detailed instructions on the Trading Partner panels please refer to Chapter 10 Web Portal / AVRS of the CMAP Provider Manual on <u>www.ctdssmap.com</u> under Information> Publications> Provider Manuals panel details on Trading Partner panels are located on page 117, and enrollment panels 108 to 116.

Apart from rejections for common data errors, trading partners should **not** be impacted by the implementation. There will be no change to the current process of sending and receiving files. However, **Trading Partners are advised to verify proper transaction processing following the implementation.** If improper **transactions are discovered**, **Trading Partners are encouraged to contact the EDI Help Desk using one of the methods listed in this email.** 

No changes are being made to Provider Electronic Solutions (PES).

<u>Safe Harbor Connectivity</u>: With the March 31, 2025 implementation, organizations that send eligibility and claim status transactions through ACA Safe Harbor will receive additional information in an upcoming Important Message.

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

